

MONTHLY ACTIVITY COLLECTION (MAC)

ONLINE

USER MANUAL

Version 1.00


Release A

JULY 2010

DOCUMENT INFORMATION

ISSUE: Version 1 Release A

PUBLISHED BY: Data Collections Unit
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DATE: JULY 2010

DOCUMENT REF:

DISTRIBUTION: Uncontrolled document.

RELEASE HISTORY:

Date	Release	Pages	Details
July 2010	Version 1 Release A	All	Initial release.

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1. INTRODUCTION

1.1 BACKGROUND

This manual has been designed as a user-friendly document. It is structured to lead you through the most frequently used processes of the Monthly Activity Collection (MAC) Online Application in a step by step fashion, providing you with the ability to successfully operate the application and reference its functions.

1.2 MANUAL UPDATE

As with any system, the MAC Online Application will undergo maintenance to existing functions from time to time. It is anticipated that redesign may also occur which could involve incorporating new functionality.

This manual will be reviewed on an annual basis to ensure any changes are incorporated in future versions of the MAC Online User Manual. If you find any inconsistencies in this manual and/or with the MAC On-line Application please contact the Data Collection Coordinator or Data Collection Liaison Officer at the Data Collections Unit (DCU) so that any updates can also be incorporated.

Disclaimer: The 'test version' of the MAC Online Application was used for the screen snapshots in the MAC Online User Manual; therefore the content may differ slightly from the 'production version'.

1.3 SCOPE

This document is designed to be used in conjunction with The Monthly Activity Collection (MAC) Manual. The MAC Manual provides comprehensive coverage in relation to data items collected (i.e. reporting requirements, definitions, reports and reference tables). This manual is designed to provide guidance on system navigation, functionality and best practice usage.

1.4 REQUIREMENTS

Monthly Activity Reports must be forwarded to the Data Collections Unit within 14 days after the reference month.

Facilities that record no activity during the month are still required to submit their Monthly Activity Reports. This can be done by submitting a blank Data Entry Form (DEF) in MAC Online. The Section sub total(s) and total(s) will be calculated on this basis and display with a '0' value to indicate nil activity for the month.

1.5 SECURITY

Access to this system is strictly controlled through the use of passwords. Users will be given a login that is unique and identifiable to the individual. Users will be issued a system generated password for the first login. The first time that a User logs onto the MAC Online Application they will be required to enter the initial system generated password and should immediately change their password.

Passwords expire after 3 months and users will be automatically prompted to change their password. Users are responsible for maintaining the integrity of their own password.

If your password becomes compromised, then you should immediately change your password.

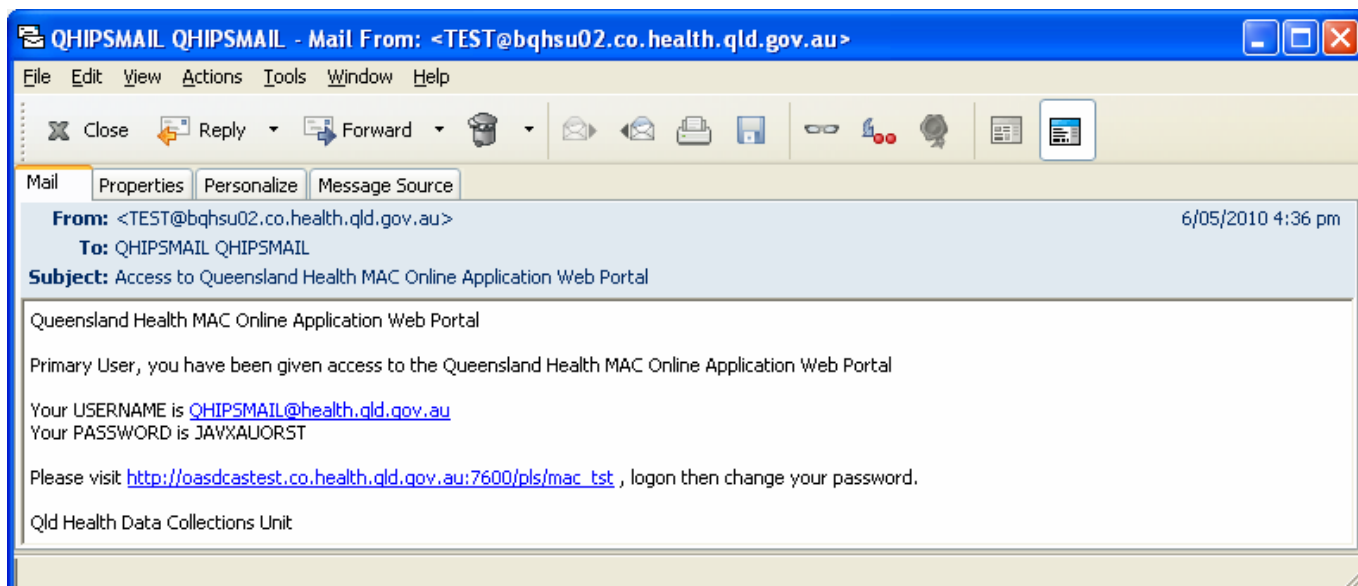
Users must not:

- Write down their password or
- Tell other persons their password.

2. LOGGING ONTO MAC ONLINE

If you have been registered for access to the MAC Online Application you will have received a notification/confirmation email (via Queensland Health MAC Online Application Web Portal) from either the Data Collections Unit or the Primary/Deputy User for your facility.

This email contains user information such as the User Name (email address), initial password (system generated) and the link to the MAC Online Application site.



If you haven't received this email please contact either your Primary/Deputy User (for Facility User, Deputy User and District Manager User access) or the Data Collections Unit (for Primary User access).

2.1 FIRST LOGIN

For your first login you will be automatically prompted to:

1. Change your initial password (2.1.1) and
2. Enter a lost password question and answer (2.1.2).

Click on the link provided in the notification/confirmation email to open the Login Page for MAC Online. You can add this site to your Internet Explorer Favourites list by selecting 'Favourites', 'Add to Favourites' and then select 'Ok'.

- Enter the User Name and Password supplied in the notification/confirmation email. Select 'Login'.

- A prompt will appear to advise '**IMPORTANT!** Before continuing to use this application you must change your initial password AND create a Lost Password Question and Answer'.

2.1.1 To change your initial Password

- Enter a password in the field for 'New Password'.

Note: Your password must contain a combination of alphabetic and non-alphabetic (i.e. numeric) characters. It must be at least 8 characters in length. Passwords are case sensitive.

- Tab to the 'Confirm Password' field and enter your password again for confirmation.
- Select 'Ok'.

- A prompt will appear to advise '**IMPORTANT!** Before continuing to use this application you must create a 'Lost Password Question and Answer'.

2.1.2 To enter your Lost Password Question and Answer

Note: A User is only prompted on the *initial* sign in to enter a Lost Password Question and Answer. To *change* your Lost Password Question and Answer at anytime (should it be comprised), a MAC Online User will be required to select 'Change Password' from the User Options Task Bar and continue with the following steps.

- Enter your question in the 'Lost Password Question' field.
- Tab to the next field and enter your 'Answer' to your Lost Password Question.
- Select 'Ok'.

The screenshot shows the 'MAC Online Application' interface. At the top, there is a header with the Queensland Government logo, the application name 'MAC Online Application All Public Facilities', and user information 'USER: QHPSMAIL@HEALTH.QLD.GOV.AU Version: V0.8 Test' with links for 'Change Password' and 'Logout'. A large yellow box with a red arrow pointing to it contains the text 'IMPORTANT! Before continuing to use this application you must create a Lost Password Question and Answer'. Below this, there are two forms. The first is 'Change Your Password' with fields for 'New Password' and 'Confirm Password', and 'Ok' and 'Cancel' buttons. The second is 'Lost Password Recovery Question' with a text area for the question and a text field for the answer. Red arrows point to the 'Lost Password Question' and 'Answer' fields. The 'Ok' button in this form is circled in red.

- 'You have successfully changed your password and/or lost password question and answer.' message will display. Select 'Ok' to close this message.
- 'Appropriate Use' message displays. Select 'Close'.

The screenshot shows a message box titled 'Appropriate Use' with a yellow background. It contains the following text: 'Welcome to the Queensland Health Monthly Activity Collection Online Application. This system is for the use of authorised users only. You should not use this system without authority, or in excess of your authority. By logging on to this application you are agreeing to comply with the relevant privacy principles and confidentiality laws. In particular, personal and sensitive information must be responsibly and transparently collected and managed and all information about a person who is receiving, or has received, a health service must be treated with the strictest confidence.' A red circle highlights the 'Close' button at the bottom right of the message box.

- The MAC Online Application – User Home Start Page will now display.

The screenshot shows the 'MAC Online Application' user home page. Callouts identify the following elements:

- Screen Header:** The top navigation bar containing 'Home', 'User Accounts', and 'Reporting'.
- Main Menu:** A box containing 'Welcome to the Queensland Health Data Collections Unit Web Portal' and a table of facilities.
- Secondary Menu:** A box containing 'You have access to the following Facilities'.
- Table:** A table with columns 'Facility Name', 'Waiting Submission', and 'Waiting Approval'. It lists 'ATHERTON HOSPITAL' with 4 waiting submissions and 0 waiting approvals.
- User Options Task Bar:** A box containing 'Change Password' and 'Logout' links.

Note: A MAC Online User is able to select 'Back' at the top of the screen, where available in the application, to enable a User to return to the screen accessed previously.

The screenshot shows the 'User Accounts' page. A 'Back' button is highlighted in the top left corner. The page includes a search form for users and a 'Select Facility' dropdown menu.

2.2 LOGGING INTO MAC ONLINE

MAC Online can be accessed via QHEPS as follows:

- Open the QHEPS home page.
- Click on the 'Qld Health' tab and under 'Divisions' click on the '+' next to 'Performance and Accountability Division'.
- Click on 'Health Statistics Centre'.
- Once at the HSC home page, under 'Quick Links' click on 'HSC Applications'.
- Click on the link to MAC Online.
- This will open the MAC Online Application login page.
- Enter your email address (User Name) and password where indicated.
- Click on the 'Login' button

Note: A User can also open up the MAC Online Application login page by selecting the link saved as an Internet Explorer favourite (See 2.1 First Login). By having MAC Online saved as an Internet Explorer favourite, it will save time in having to navigate the pathway from the QHEPS home page each time a User is required to login to MAC Online.

If the User Name or Password is incorrect you will be returned to the MAC Online Application login page.

2.3 FORGOT YOUR PASSWORD

Note: A MAC Online User is only able to attempt to enter an incorrect password 3 times. On the 4th attempt a User will be advised that their account is locked and that they are required to contact a system administrator. Select 'Ok' to this message to return to the login screen. Upon contacting the MAC Online Application administrator i.e. Data Collections Unit (for Primary Users) and Primary/Deputy Users (for Deputy Users, Facility Users and District Manager Users), they will unlock your MAC Online User account. An email will automatically be sent to you with a new password (system generated) for you to use to log in. You will be automatically prompted to change the system generate password.

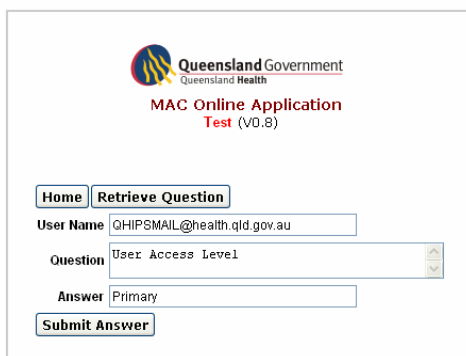
If you have forgotten your password:

- Select the 'Lost Password' link.

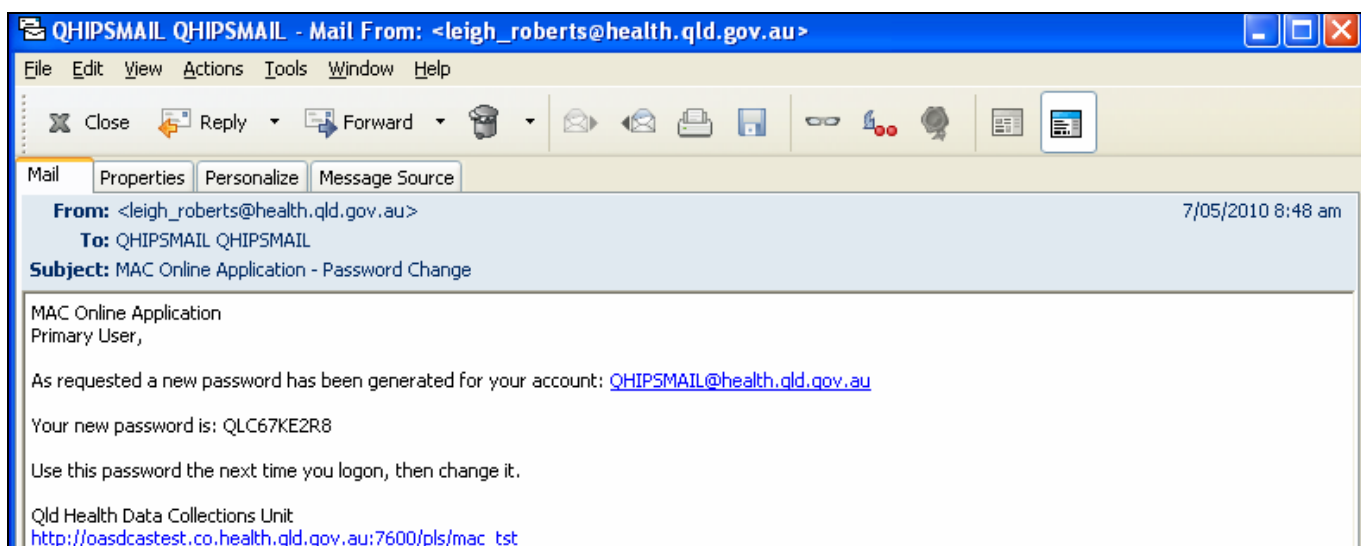
- Screen for retrieving your 'Lost Password Question' displays.
- Enter your User Name (Email Address) where specified. Ensure the details are correct. You will not be able to continue with the 'Retrieve Question' function if this does not match the User Name that has been set up for you to access MAC Online.
- Select 'Retrieve Question'. Your 'Lost Password Question' will be displayed in the 'Question' field.
- Enter your 'Answer' then select 'Submit Answer'.

- 'This will change your account password. Do you wish to proceed?' message will display.
- Select 'Ok'.
- 'The new password has been emailed to your account' message will display.

The new password has been emailed to your account




- An email will automatically be sent to you with a new password (system generated) for you to use to log in. You will automatically be prompted to change the system generated password.



Note: If the 'Answer' entered is incorrect, a message of 'Incorrect Answer' will display. At this stage, you can attempt to re-enter your 'Answer' again. If you have forgotten your 'Answer' to the 'Lost Password Question', please contact the Primary User for your facility (for Facility Users, Deputy Users and District Manager Users) or Data Collections Unit (for Primary Users) for further assistance.

http://oasdcatest.co.health.qld.gov.au:7600/pls/mac_tst/f?p=155:104:593917700820460::NO::

Incorrect Answer



2.4 CHANGE PASSWORD

A User may change their password at anytime.

- Select 'Change Password' via the User Options Task Bar.
- Enter a password in the field for 'New Password'.

Note: Your password must contain a combination of alphabetic and non-alphabetic (i.e. numeric) characters. It must be at least 8 characters in length. Passwords are case sensitive.

- Tab to the 'Confirm Password' field and enter your password again for confirmation.
- Select 'Ok'.

Queensland Government
Queensland Health

MAC Online Application
All Public Facilities

USER: FRASMAIL@HEALTH.QLD.GOV.AU
Version: V0.8 Test
[Change Password](#) [Logout](#)

Change Your Password

Changing Password for user: FRASMAIL@HEALTH.QLD.GOV.AU

New Password

Confirm Password

Lost Password Recovery Question

Enter a Lost Password Question and Answer which will assist you should you forget your password.
Please note, you must enter BOTH a question and answer in order to continue using this application.

Lost Password Question

Answer

- 'You have successfully changed your password and/or lost password question and answer.' displays.
- Select 'Ok'.
- User is returned to the MAC Online User Home Start Page.

2.5 LOGGING OFF

To log off the application, select 'Logout' via the User Options Task Bar.

Queensland Government
Queensland Health

MAC Online Application
All Public Facilities

USER: GHIPMAIL@HEALTH.QLD.GOV.AU
Version: V0.8 Test
[Change Password](#) [Logout](#)

» Home User Accounts

Home Data Entry Submitted Versions Reporting

Welcome to the Queensland Health Data Collections Unit Web Portal

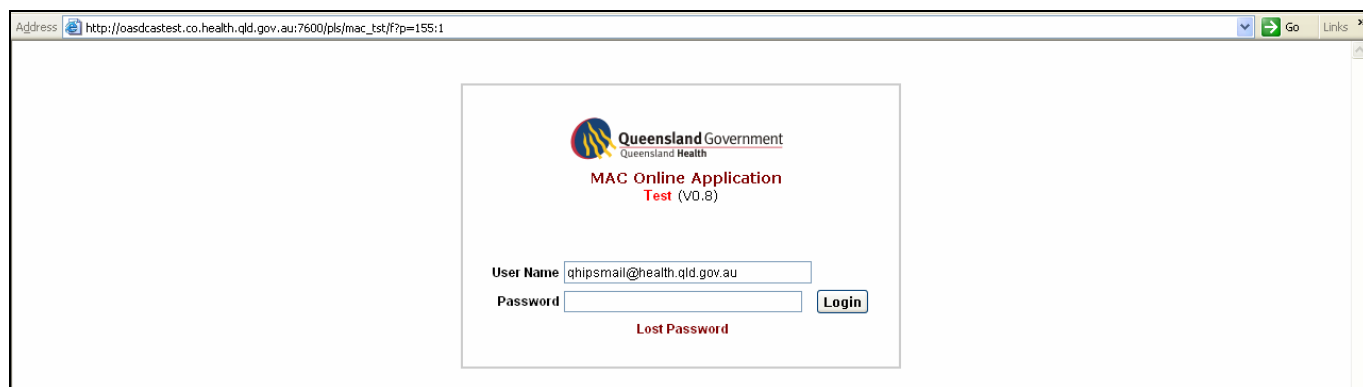
Your last successful login was on 06-MAY-2010 at 4:40 PM
Your last unsuccessful login was NEVER

You have access to the following Facilities

row(s) 1 - 1 of 1

Fcily Name	Waiting Submission	Waiting Approval
ATHERTON HOSPITAL	Go 4	Go 0

This will return you to the Login Page for the MAC Online.



The screenshot shows a web browser window with the address bar displaying `http://oasdcatest.co.health.qld.gov.au:7600/pls/mac_tst/f?p=155:1`. The main content area features the Queensland Government logo and the text "Queensland Health". Below this, it says "MAC Online Application" in red, followed by "Test (V0.8)". There are two input fields: "User Name" with the value "qhipsmaill@health.qld.gov.au" and "Password". A "Login" button is to the right of the password field. Below the password field is a red link labeled "Lost Password".

Note: it is important to be aware that you have not entirely logged out of the application, until you close the Microsoft Internet Explorer window.

3. USER MANAGEMENT

There are 5 User type security levels that can be assigned to Users registered on the MAC Online Application:

DCU Users, Primary Users, Deputy Users, Facility Users and District Manager Users.

Once Users have been registered they will be sent a notification/confirmation of their registration via email from the Data Collections Unit (for Primary Users) or the Primary/Deputy User (for Facility Users, Deputy Users and District Manager Users).

3.1 DCU USERS

DCU Users are the Data Collections Unit processing team.

DCU Users have access to all facilities.

Register and manage Primary Users.

3.2 PRIMARY USERS

Each facility that will be utilising MAC Online must register a Primary User.

Primary Users are registered by the Data Collections Unit processing team.

There can only be one Primary User for each facility.

The same Primary User can be registered for more than one facility.

The same Primary User can be assigned to more than one form group.

Register and manage Facility Users, Deputy Users and District Manager Users.

Responsible for ‘primary validating’ and submitting Forms.

The Primary User will need to contact the Data Collections Unit and provide

1. The facility(s) that they will be Primary User for and
2. Their email address (e.g. john_doe@health.qld.gov.au).

3.3 DEPUTY USERS

Deputy Users are registered by the Primary User.

Note: The Deputy User is a nominated ‘proxy’ of the Primary User meaning Deputy Users have essentially the same system access as a Primary User. Deputy Users exist to alleviate reliance on one person to execute MAC Online actions as well as allow for different Form Group allocations.

Form Group(s) will be used to identify the group of forms able to be used by a MAC Online User. It is envisaged that there will be 2 Form Group types which consist of MA – Monthly Activity Collection Reports and FR – Financial and Residential Activity Collection Reports.

There can be any number of Deputy Users for each facility.

The same Deputy User can be registered for more than one facility.

The same Deputy User can be assigned to more than one form group.

Register and manage Facility Users, Deputy Users and District Manager Users.

A Deputy User can enter monthly activity data, Primary Validate and ‘Save’ comments in the Data Entry Form(s).

3.4 FACILITY USERS

Facility Users are registered by the Primary User or Deputy User.

There can be any number of Facility Users for each facility.

The same Facility User can be registered for more than one facility.

The same Facility User can be assigned to more than one form group.

Responsible for entering monthly activity data into the Data Entry Form(s).

A Facility User can ‘Validate’ and ‘Save’ comments into the Data Entry Form(s).

3.5 DISTRICT MANAGER USERS ***

Note: As per the Bed Availability Reporting Application (BARA), a District Manager User can be set up to approve the submitted version of a data entry form. At this stage an ‘Approval’ process involving the District CEO is not required to occur in MAC Online. Should this change, you will be notified by DCU.

District Manager Users are registered by the Primary User or Deputy User.

There can only be one District Manager User for each facility.

The same District Manager User can be registered for more than one facility.

The same District Manager User can be assigned to more than one form group.

As per the above notation, should the non-requirement for approving the Submitted Version(s) of the Data Entry Form(s) change, DCU will notify Primary Users and Deputy Users and update the MAC Online User Manual accordingly.

3.6 REGISTERING A DEPUTY USER

A Primary User or Deputy User (if already set up) can register Deputy Users.

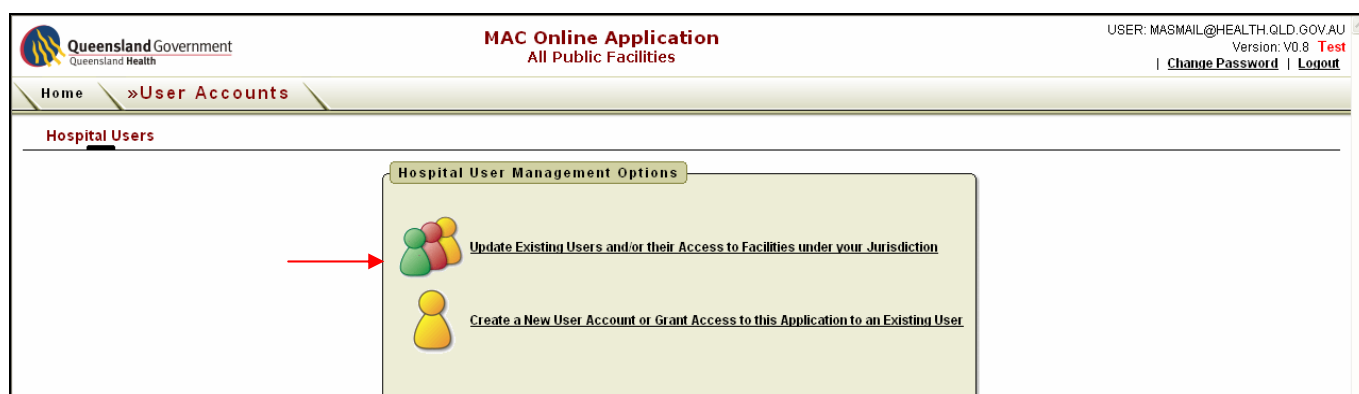
See 3.7 – Registering a Facility User. Exactly the same process, except ‘Deputy User’ is selected from the ‘Security Level’ drop-down list.

3.7 REGISTERING A FACILITY USER

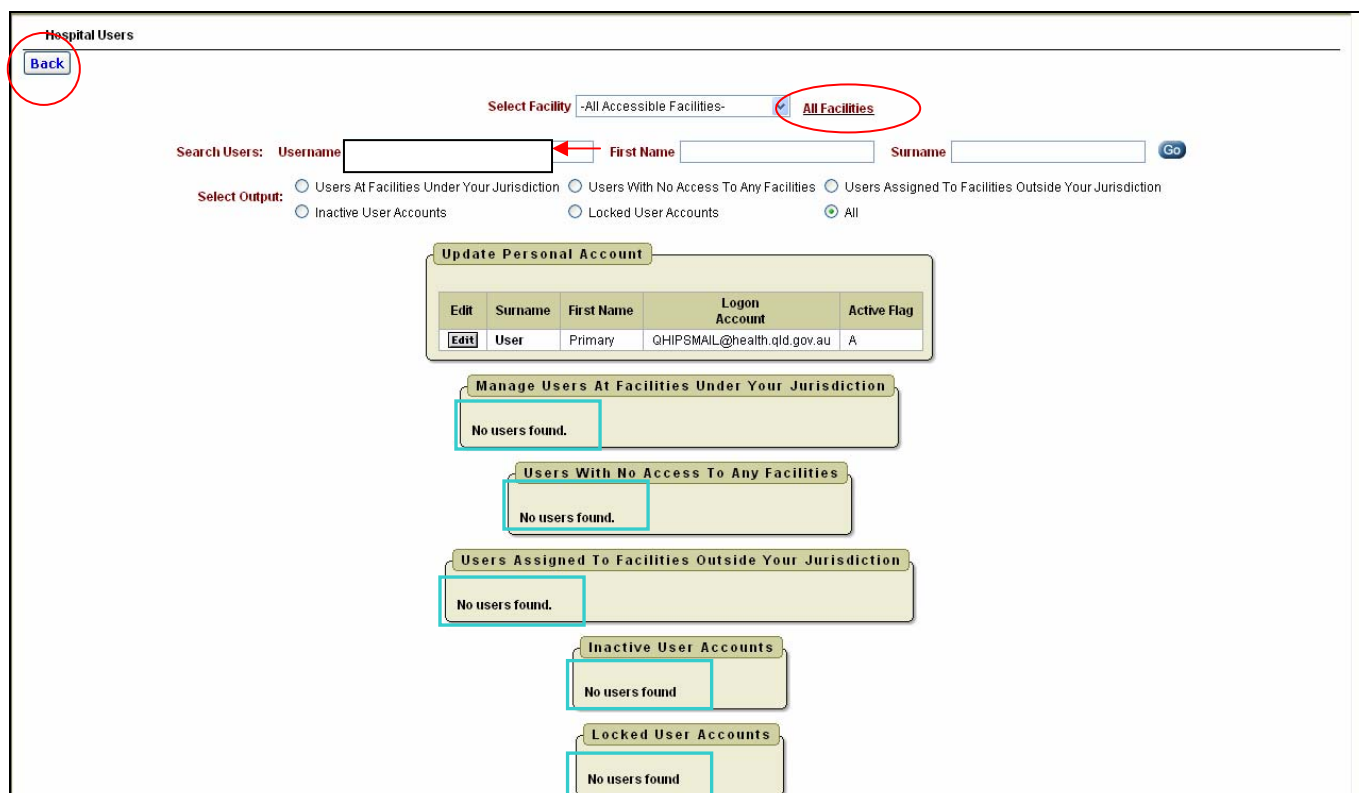
A Primary User or Deputy User can register Facility Users.

Note: The first step for setting up a new User should be to ensure that the User doesn't already exist within the system.

- Log on to MAC Online.
- From the Main Menu, select 'User Accounts'.
- From the 'Hospital User Management' options, select 'Update Existing Users and/or their Access to Facilities under your Jurisdiction'.



- Select 'All Facilities'.
- Enter the User Name (Email Address) for the User in the 'Search Users - Username' box. Select 'Go' to activate User search.
- 'No users found' message displays in the 5 displayed User tables.



- Select 'Back' to return to return to 'User Accounts – Hospital Users – Hospital User Management Options' screen.
- Select 'Create a New User Account or Grant Access to this Application to an Existing User'.
- Enter the User Name (Email Address) for the User in the 'Search Users - Username' box. Select 'Go' to activate User search.

Note: If the User already exists, the User details will need to be updated accordingly and saved.

Scenario 1 – User has access to a DCU Application e.g. Electronic Validation Application (EVA) – Grant Access to MAC Online

- Select 'Edit' beside the row for the User.

Home » User Accounts

Hospital Users

Back

Search Users: Username First Name Surname Go

Existing Users With No Access To This Application

Create New User

Edit Application Access	Surname ▲	First Name	Logon Username	User Type	User Created By	User Created On
Edit				HOSP	DATOWN	28-NOV-2008

row(s) 1 - 1 of 1

- Select 'Grant Access' in the 'User Access Details' table to enable the additional requirements that need to be set up i.e. Form Group & Access to Facility(s) to enable the User to access MAC Online.

Home » User Accounts

Hospital Users

Back

User Details

First Name Surname

Username User Type HOSP

Created By DATOWN Created On 28-NOV-2008

Application Access History

no data found

User Access Details

Cancel **Grant Access**

Active Flag Active

- 'Application Access granted to User' message displays.
- Select 'Hospital Users' to return to return to 'User Accounts – Hospital Users – Hospital User Management Options' screen.
- Select 'Update Existing Users and/or their Access to Facilities under your Jurisdiction'.
- Select 'All Accessible Facilities' from the drop-down list for Select Facility.
- Enter the User Name (Email Address) for the User in the 'Search Users - Username' box. Select 'Go' to activate User search.

- Username will display in the 'Users With No Access To Any Facilities' table.
- Select 'Edit' beside the row for this User.

Home » User Accounts Administration

Hospital Users DCU Administrators

Back

Select Facility: -All Accessible Facilities- All Facilities

Search Users: Username @health.qld.gov.au First Name Surname Go

Select Output:
 ☐ Users At Facilities Under Your Jurisdiction
 ☒ Users With No Access To Any Facilities
 ☐ Inactive User Accounts
 ☐ Locked User Accounts
 ☐ All

Users With No Access To Any Facilities

row(s) 1 - 2 of 2

Edit	Surname	First Name	Login Username	Active Flag	Account Locked	User Created By	User Created On	Application Access Granted By	Application Access Granted On
Edit				Active	No	DATOWIN	28-NOV-2008	QHIPSMAIL@HEALTH.QLD.GOV.AU	18-MAY-2010

- 'Manage Users' screen displays.

Hospital Users

Back

Manage Users

Save User Reset Password

First Name Surname

User Type Username Hospital/Facility User Contact Tel No

Lost Password Question Answer

Active Flag Active

User Account Created By DATOWIN Created On 28-NOV-08

Application Access Granted By QHIPSMAIL@HEALTH.QLD.GOV.AU Granted On 18-MAY-10

User/Form Group Assignments

Manage Form Groups For This User

This user has no Form Groups assigned to them

Grant User Access to Facilities within your Jurisdiction

Add Access

Facility -Select Facility- Security Level -Select Level- Valid From Valid To

- **FORM GROUP ACCESS** – Select 'Manage Form Groups For This User' in the 'User/Form Group Assignments' table. Users will only be able to assign form groups, to which they are assigned themselves.
- 'Assign New Form Group To' Screen will display.
- Select the 'Form Group' the User requires access to by using the drop-down list.

Home » User Accounts

Back

Assign New Form Group To []

Cancel Save

Form Group -Select- Valid From [] Valid To []

MA - MONTHLY ACTIVITY COLLECTION REPORTS
FR - FINANCIAL AND RESIDENTIAL ACTIVITY COLLECTION REPORTS

Cancel Save

No Form Groups have been granted to this user.

- Enter the 'Valid From' date (DD-MMM-YYYY) or click on the box to the right to use the calendar to select the date required.
- Select the 'Valid To' date using the same process as the 'Valid From' date.

Note: This can remain blank until such time as the User will no longer have/need access to the application.

- Select 'Save'.
- 'Update Existing Form Groups Assigned to' is updated with details saved.

Home » User Accounts

Back

Assign New Form Group To []

Cancel Save

Form Group -Select- Valid From [] Valid To []

Update Existing Form Groups Assigned to []

Cancel Save

row(s) 1 - 1 of 1

Form Group	Valid From	Valid To	Delete
MA	01-JUN-2010	[]	[X]

- Select 'Back'.
- **FACILITY ACCESS** – In the 'Grant Access to Facilities within your Jurisdiction' table, select the facility that the User requires access to by using the drop-down list.
- Select the security level 'Facility User' by using the drop-down list.
- Enter a 'Valid From' date (DD-MMM-YYYY) or click on the box to the right to use the calendar to select the date required.
- Select the 'Valid To' date using the same process as the 'Valid From' date.

Note: This can remain blank until such time as the User will no longer have/need access to the application.

- Select 'Add Access'.

Hospital Users

[Back](#)

Manage Users

[Save User](#) [Reset Password](#)

First Name Surname

☒ Username Contact Tel No

User Type Hospital/Facility User

Lost Password Question Answer

Active Flag

User Account Created By DATOWN Created On 28-NOV-08

Application Access Granted By QHIPMAIL@HEALTH.QLD.GOV.AU Granted On 18-MAY-10

User/Form Group Assignments

[Manage Form Groups For This User](#)

row(s) 1 - 1 of 1

Form Group	Valid From	Valid To
MA - MONTHLY ACTIVITY COLLECTION REPORTS	01-JUN-2010	-

Grant User Access to Facilities within your Jurisdiction

[Add Access](#)

Facility Security Level Valid From Valid To

- 'Update User's Existing Access to Facilities with your Jurisdiction' and 'The User has access to the following facilities' tables are updated with details saved.

Grant User Access to Facilities within your Jurisdiction

[Add Access](#)

Facility Security Level Valid From Valid To

Update Users's Existing Access to Facilities within your Jurisdiction

[Cancel](#) [Save Access](#)

row(s) 1 - 1 of 1

Facility	Security Level	Valid From	Valid To	Access Granted By	Access Granted On
ATHERTON HOSPITAL	Facility User	01-JUN-10		QHIPMAIL@HEALTH.QLD.GOV.AU	20-MAY-2010

The user has access to the following facilities

row(s) 1 - 1 of 1

Facility	Security Level	Valid From	Valid To	Access Granted By	Access Granted On
ATHERTON HOSPITAL	Facility User	01-JUN-2010	-	QHIPMAIL@HEALTH.QLD.GOV.AU	20-MAY-2010

- Continue to add access to other facilities using the same process if required.
- Select 'Home' to return to the 'Start Page'.

Scenario 2 – User does not have access to another DCU Application – Create User in MAC Online

Complete **ALL** steps listed prior to **Scenario 1**.

- 'No records for the selected facility.' message displays.
- Select 'Create New User.'

Home » User Accounts

Hospital Users

Back

Search Users: Username FRASMAIL@health.qld.gov.au First Name Surname Go

Existing Users With No Access To This Application

Create New User

No records for the selected facility.

- 'Manage Users' screen displays.
- Enter the First Name, Surname and User Name (Email Address) for the User. Ensure 'Active' is selected in the 'Active Flag' field.
- Select 'Save User'.
- 'User details inserted/updated successfully. New password generated and emailed to User' message displays.

Home » User Accounts

User details inserted/updated successfully. New password generated and emailed to user

Hospital Users

Back

Manage Users

Save User Reset Password

First Name Facility Surname User

Username FRASMAIL@health.qld.gov.au Contact Tel No 3234 0854

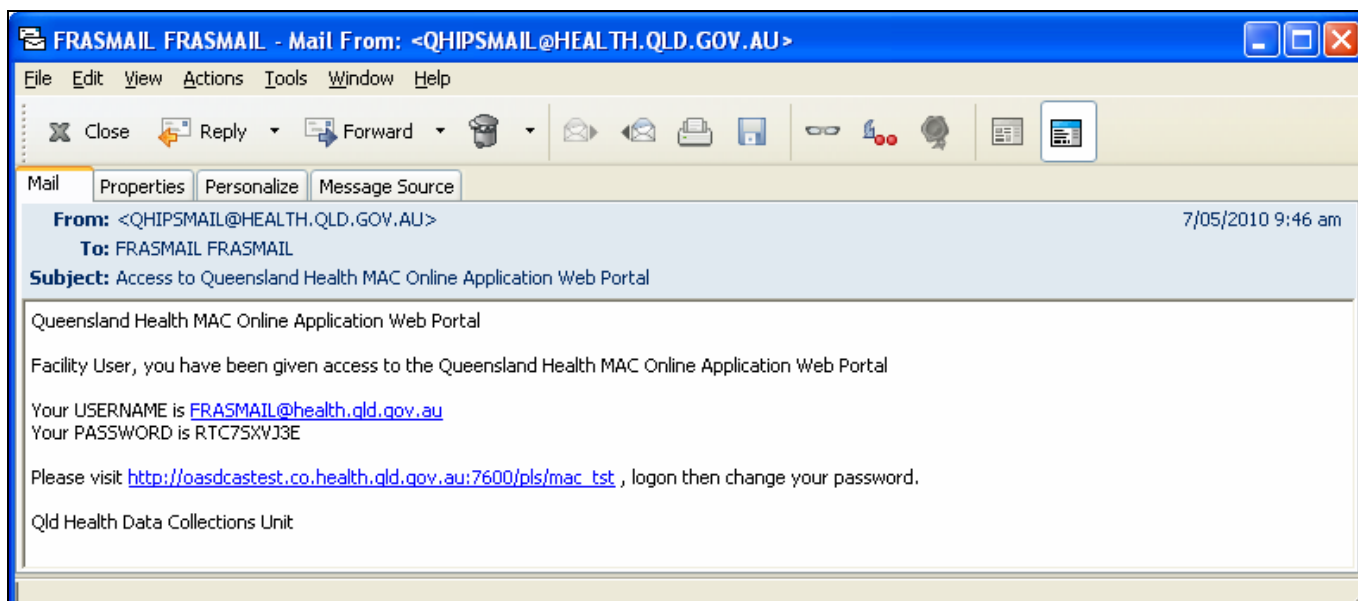
User Type Hospital/Facility User

Lost Password Question Answer

Active Flag Active

User Account Created By QHPSMAIL@HEALTH.QLD.GOV.AU Created On 07-MAY-10
Application Access Granted By QHPSMAIL@HEALTH.QLD.GOV.AU Granted On 07-MAY-10

Note: An auto-generated email is sent to the User to advise that they have been granted access to MAC Online at the initial create User stage.



Refer to steps for '**FORM GROUP ACCESS**' and '**FACILITY ACCESS**' in **Scenario 1** to complete the User Account set up process.

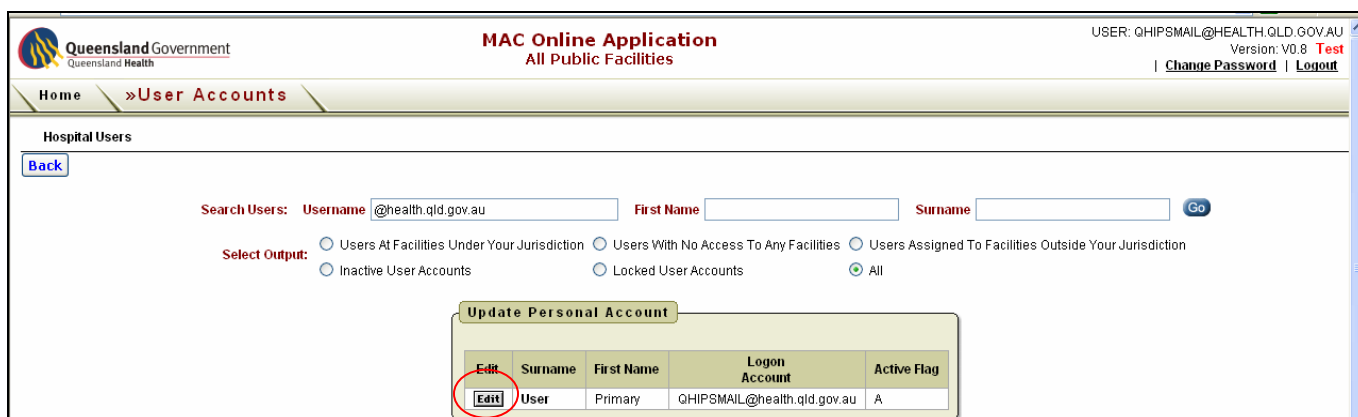
3.8 CHANGING YOUR USER DETAILS

At any time you are able to change your User information such as lost password question and answer or your password (it is recommended that you do this regularly).

Refer to Section 2.4 – CHANGE PASSWORD

A User is also able to update information in their own personal account. Information that is able to be updated includes: Lost Password Question and Answer (same process as 2.1.2 – To enter your initial Lost Password Question and Answer; except that in this instance it is being changed and not set up for the initial instance) and your First Name, Surname and Contact Telephone Number.

- Select 'Edit' in the row beside your details.



- 'Manage Users' screen displays.
- Change details as required.

Note: Only information that you are able to access can be changed.

- Select 'Save User'.

Manage Users

Save User

First Name: Primary Surname: User

Username: QHIPMAIL@health.qld.gov.au Contact Tel No:

User Type: Hospital/Facility User

Lost Password Question: User Access Level Answer: Primary

Active Flag: Active

Password Last Sent: 07-MAY-10

User Account Created By: TEST Created On: 06-MAY-10

Application Access Granted By: TEST Granted On: 06-MAY-10

User/Form Group Assignments

row(s) 1 - 1 of 1

Form Group	Valid From	Valid To
MA - MONTHLY ACTIVITY COLLECTION REPORTS	06-MAY-2010	-

The user has access to the following facilities

row(s) 1 - 1 of 1

Facility	Security Level	Valid From	Valid To	Access Granted By	Access Granted On
ATHERTON HOSPITAL	Primary User	06-MAY-2010	-	TEST	06-MAY-2010

- 'User details inserted/updated successfully' message displays.

3.9 VIEWING/CHANGING USER DETAILS

The Primary User and Deputy User will have listed under 'User Accounts' their name as well as all Facility Users, Deputy Users and District Manager Users they have registered.

The Primary User and Deputy User can at any time enter a 'Valid To' date (where User access is revoked), change the 'Active Flag' field to 'In-Active' (by selecting 'In-Active' from the 'Active Flag' drop-down list – User will not be able to Login to MAC Online) or add access to additional facility(s) for a Facility User, Deputy User and District Manager User.

- From the Main menu, select 'User Accounts'.
- Select 'Update Existing Users and/or their Access to Facilities under your Jurisdiction'. This will display all of the Facility Users, Deputy Users, District Manager Users and the Primary User that have been registered.

'Valid To' (End Date)

- In the 'Hospital Users' screen, select 'Edit' for the appropriate User. For the purpose of this example, *Facility User* has been selected to enter a 'Valid To' date for the St George Hospital granted access.

Note: Only the facilities that are currently registered under the Primary User/Deputy User will be available in the 'Facility' drop-down list.

Update Personal Account

Edit	Surname	First Name	Logon Account	Active Flag
Edit	User	Primary	QHIPSMAIL@health.qld.gov.au	A

Manage Users At Facilities Under Your Jurisdiction

row(s) 1 - 10 of 10

Password Sent	Edit	Surname ▲	First Name	Logon Username	Security Level	Active Flag	Account Locked	Facility Granted Revoked
07-MAY-10	Edit	User	Facility	FRASMAIL@health.qld.gov.au	Facility User	Active	No	ATHERTON HOSPITAL
07-MAY-10	Edit	User	Facility	FRASMAIL@health.qld.gov.au	Facility User	Active	No	INNISFAIL HOSPITAL
07-MAY-10	Edit	User	Facility	FRASMAIL@health.qld.gov.au	Facility User	Active	No	MAREEBA DISTRICT HOSPITAL
07-MAY-10	Edit	User	Facility	FRASMAIL@health.qld.gov.au	Facility User	Active	No	ST GEORGE HOSPITAL
07-MAY-10	Edit	User	District Manager	ODCMAIL@health.qld.gov.au	District Manager	Active	No	ATHERTON HOSPITAL
07-MAY-10	Edit	User	District Manager	ODCMAIL@health.qld.gov.au	District Manager	Active	No	INNISFAIL HOSPITAL
07-MAY-10	Edit	User	District Manager	ODCMAIL@health.qld.gov.au	District Manager	Active	No	MAREEBA DISTRICT HOSPITAL
07-MAY-10	Edit	User	Deputy	masmail@health.qld.gov.au	Deputy User	Active	No	ATHERTON HOSPITAL
07-MAY-10	Edit	User	Deputy	masmail@health.qld.gov.au	Deputy User	Active	No	INNISFAIL HOSPITAL
07-MAY-10	Edit	User	Deputy	masmail@health.qld.gov.au	Deputy User	Active	No	MAREEBA DISTRICT HOSPITAL

- Enter the 'Valid To' date (DD-MMM-YYYY) or click on the box to the right to use the calendar to select the date required.
- Select 'Save Access'. If all facility(s) are updated with a 'Valid To' date for a Facility User, Deputy User or District Manager User, their name will still appear in the User Accounts – Hospital Users screen. However the name of the facility(s) with a 'Valid To' date will appear in red as the access to the facility(s) has been revoked. Should this User be required again, a Primary User or Deputy User will be able to override the existing rows or add access to other facilities as required.
- 'Facility Access changes saved' message displays.
- Select 'Hospital Users' or 'Back' to return to the Hospital Users screen.

[Home](#) > [User Accounts](#)

[Hospital Users](#)
[Back](#)

Manage Users

[Save User](#)[Reset Password](#)

First Name

Surname

☒ Username FRASMAIL@health.qld.gov.au

Contact Tel No

User Type

Lost Password Question

Answer

Active Flag

Password Last Sent

User Account Created By QHIPSMAIL@HEALTH.QLD.GOV.AU Created On 07-MAY-10

Application Access Granted By QHIPSMAIL@HEALTH.QLD.GOV.AU Granted On 07-MAY-10

User/Form Group Assignments

[Manage Form Groups For This User](#)

row(s) 1 - 1 of 1

Form Group	Valid From	Valid To
MA - MONTHLY ACTIVITY COLLECTION REPORTS	07-MAY-2010	-

Grant User Access to Facilities within your Jurisdiction

[Add Access](#)

Facility

Security Level

Valid From

Valid To

Update Users's Existing Access to Facilities within your Jurisdiction

Cancel **Save Access**

row(s) 1 - 4 of 4

Facility	Security Level	Valid From	Valid To	Access Granted By	Access Granted On
ATHERTON HOSPITAL	Facility User	07-MAY-10		QHIPSMAIL@HEALTH.QLD.GOV.AU	07-MAY-2010
INNISFAIL HOSPITAL	Facility User	07-MAY-10		QHIPSMAIL@HEALTH.QLD.GOV.AU	07-MAY-2010
MAREEBA DISTRICT HOSPITAL	Facility User	07-MAY-10		QHIPSMAIL@HEALTH.QLD.GOV.AU	07-MAY-2010
ST GEORGE HOSPITAL	Facility User	06-MAY-10	07-MAY-2010	QHIPSMAIL@HEALTH.QLD.GOV.AU	07-MAY-2010

The user has access to the following facilities

row(s) 1 - 4 of 4

Facility	Security Level	Valid From	Valid To	Access Granted By	Access Granted On
ATHERTON HOSPITAL	Facility User	07-MAY-2010	-	QHIPSMAIL@HEALTH.QLD.GOV.AU	07-MAY-2010
INNISFAIL HOSPITAL	Facility User	07-MAY-2010	-	QHIPSMAIL@HEALTH.QLD.GOV.AU	07-MAY-2010
MAREEBA DISTRICT HOSPITAL	Facility User	07-MAY-2010	-	QHIPSMAIL@HEALTH.QLD.GOV.AU	07-MAY-2010
ST GEORGE HOSPITAL	Facility User	06-MAY-2010	-	QHIPSMAIL@HEALTH.QLD.GOV.AU	07-MAY-2010

Shortcut to javascript:doSubmit("SAVE_ACCESS") Local intranet

Note: the appearance for 'St George Hospital' has changed from green to red, as the access to this facility for *Facility User* has been revoked.

Manage Users At Facilities Under Your Jurisdiction

row(s) 1 - 10 of 10

Password Sent	Edit	Surname ▲	First Name	Login Username	Security Level	Active Flag	Account Locked	Facility Granted/Revoked
07-MAY-10	Edit	User	Facility	FRASMAIL@health.qld.gov.au	Facility User	Active	No	ATHERTON HOSPITAL
07-MAY-10	Edit	User	Facility	FRASMAIL@health.qld.gov.au	Facility User	Active	No	INNISFAIL HOSPITAL
07-MAY-10	Edit	User	Facility	FRASMAIL@health.qld.gov.au	Facility User	Active	No	MAREEBA DISTRICT HOSPITAL
07-MAY-10	Edit	User	Facility	FRASMAIL@health.qld.gov.au	Facility User	Active	No	ST GEORGE HOSPITAL
07-MAY-10	Edit	User	District Manager	ODCMail@health.qld.gov.au	District Manager	Active	No	ATHERTON HOSPITAL
07-MAY-10	Edit	User	District Manager	ODCMail@health.qld.gov.au	District Manager	Active	No	INNISFAIL HOSPITAL
07-MAY-10	Edit	User	District Manager	ODCMail@health.qld.gov.au	District Manager	Active	No	MAREEBA DISTRICT HOSPITAL
07-MAY-10	Edit	User	Deputy	masmail@health.qld.gov.au	Deputy User	Active	No	ATHERTON HOSPITAL
07-MAY-10	Edit	User	Deputy	masmail@health.qld.gov.au	Deputy User	Active	No	INNISFAIL HOSPITAL
07-MAY-10	Edit	User	Deputy	masmail@health.qld.gov.au	Deputy User	Active	No	MAREEBA DISTRICT HOSPITAL

Active Flag – In-Active

- In the 'Hospital Users' screen, select 'Edit' (any facility row can be selected) for the appropriate User. For the purpose of this example, *Facility User* has been selected to change the 'Active Flag' to In-Active.
- Select 'In-Active' from the 'Active Flag' drop-down list.
- Select 'Save User'.
- 'User details inserted/updated successfully.' message appears.
- Select 'Back' to view the changes made to this User in the Hospital Users screen.

Queensland Government
Queensland Health

MAC Online Application
All Public Facilities

USER: QHIPMAIL@HEALTH.QLD.GOV.AU
Version: V0.8 Test
Change Password Logout

Home » User Accounts

Hospital Users
Back

Manage Users

Save User Reset Password

First Name Facility Surname User
Username FRASMAIL@health.qld.gov.au Contact Tel No 3234 0854
User Type Hospital/Facility User
Lost Password Question User Access Level Answer Facility
Active Flag Active
Password Last Sent Active
In-Active

User Account Created By QHIPMAIL@HEALTH.QLD.GOV.AU Created On 07-MAY-10
Application Access Granted By QHIPMAIL@HEALTH.QLD.GOV.AU Granted On 07-MAY-10

User/Form Group Assignments

Manage Form Groups For This User

row(s) 1 - 1 of 1

Form Group	Valid From	Valid To
MA - MONTHLY ACTIVITY COLLECTION REPORTS	07-MAY-2010	-

Note: 'In-Active' appears in the 'Active Flag' fields for all of the facility rows (Atherton Hospital, Innisfail Hospital, Mareeba District Hospital and St George Hospital) for *Facility User*.

Update Personal Account

Edit	Surname	First Name	Logon Account	Active Flag
Edit	User	Primary	QHIPMAIL@health.qld.gov.au	A

Manage Users At Facilities Under Your Jurisdiction

row(s) 1 - 10 of 10

Password Sent	Edit	Surname	First Name	Logon Username	Security Level	Active Flag	Account Locked	Facility
07-MAY-10	Edit	User	Facility	FRASMAIL@health.qld.gov.au	Facility User	In-Active	No	ATHERTON HOSPITAL
07-MAY-10	Edit	User	Facility	FRASMAIL@health.qld.gov.au	Facility User	In-Active	No	INNISFAIL HOSPITAL
07-MAY-10	Edit	User	Facility	FRASMAIL@health.qld.gov.au	Facility User	In-Active	No	MAREEBA DISTRICT HOSPITAL
07-MAY-10	Edit	User	Facility	FRASMAIL@health.qld.gov.au	Facility User	In-Active	No	ST GEORGE HOSPITAL
07-MAY-10	Edit	User	District Manager	ODCMAIL@health.qld.gov.au	District Manager	Active	No	ATHERTON HOSPITAL
07-MAY-10	Edit	User	District Manager	ODCMAIL@health.qld.gov.au	District Manager	Active	No	INNISFAIL HOSPITAL
07-MAY-10	Edit	User	District Manager	ODCMAIL@health.qld.gov.au	District Manager	Active	No	MAREEBA DISTRICT HOSPITAL
07-MAY-10	Edit	User	Deputy	masmail@health.qld.gov.au	Deputy User	Active	No	ATHERTON HOSPITAL
07-MAY-10	Edit	User	Deputy	masmail@health.qld.gov.au	Deputy User	Active	No	INNISFAIL HOSPITAL
07-MAY-10	Edit	User	Deputy	masmail@health.qld.gov.au	Deputy User	Active	No	MAREEBA DISTRICT HOSPITAL

Users With No Access To Any Facilities

Via 'Edit' a Primary User (See Section 3.2) and Deputy User (See Section 3.3) can only change their own User information. Primary Users and Deputy Users are able to view, but are unable to add or remove facility access.

If you need to have Primary User access to another facility or are no longer the Primary User for a facility, please contact the Data Collections Unit to have this information updated.

If you need to have Deputy User access to another facility or are no longer the Deputy User for a facility, please contact the Primary and/or Deputy User (should one already exist) to have this information updated.

Facility Users (See Section 3.4) and District Managers (See Section 3.5) can only change their own User information. They can view but are unable to remove or add to their list of facility(s). If you need to have

access to another facility or are no longer the Facility User or District Manager User, please contact either your Primary User or Deputy User to have this information updated.

3.10 LOCKED USER ACCOUNTS – UNLOCK ACCOUNT

The Primary User and Deputy User are able to Unlock Locked User Accounts for accessible facilities.

- Select 'User Accounts'.
- Select 'Update Existing Users and/or their Access to Facilities under your Jurisdiction'.
- Select 'Locked User Accounts' in the Select Output Options section.
- Select 'Edit' in the row for the applicable User Name.

The screenshot shows the 'MAC Online Application' interface for 'All Public Facilities'. The user is logged in as 'MASMAIL@HEALTH.QLD.GOV.AU'. The 'User Accounts' section is active, and the 'Locked User Accounts' radio button is selected. Below the search and filter options, there are two tables. The first table, 'Update Personal Account', shows a user 'User' with a logon account 'masmail@health.qld.gov.au' and an active flag 'A'. The second table, 'Locked User Accounts', shows a user 'User' with a logon account 'ODCMAIL@health.qld.gov.au' and a locked date of '07-MAY-10'. The 'Edit' button for the user 'User' in the 'Locked User Accounts' table is circled in red.

Edit	Surname	First Name	Logon Account	Active Flag
Edit	User	Deputy	masmail@health.qld.gov.au	A

Edit	Surname	First Name	Logon Username	Locked Since
Edit	User	District Manager	ODCMAIL@health.qld.gov.au	07-MAY-10

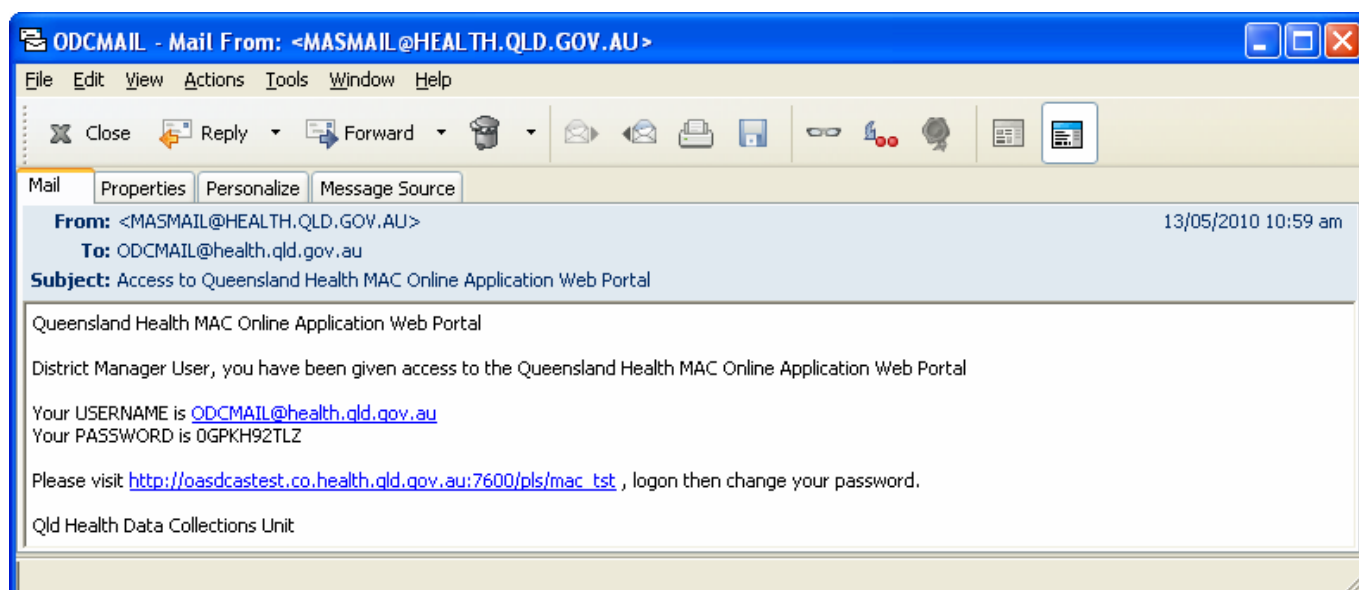
- Select 'Unlock Account'.
- 'You are about to unlock this account and create a new system generated password for the User. Do you wish to proceed?' message displays.
- Select 'Ok' to continue.

The screenshot shows the 'Manage Users' form. The 'Save User' button is at the top left. The 'Unlock Account' button is circled in red. Below the buttons, the text 'THIS ACCOUNT IS LOCKED' is displayed. The form contains the following information:

First Name: District Manager
Surname: User
Username: ODCMAIL@health.qld.gov.au
Contact Tel No: 3234 0734
User Type: Hospital/Facility User
Lost Password Question: User Access Level
Answer: District Manager
Active Flag: Active
Password Last Sent: 07-MAY-10





User Account Created By: MASMAIL@HEALTH.QLD.GOV.AU
Created On: 07-MAY-10
Application Access Granted By: MASMAIL@HEALTH.QLD.GOV.AU
Granted On: 07-MAY-10

- 'New password generated and emailed to User Account Unlocked' message displays.



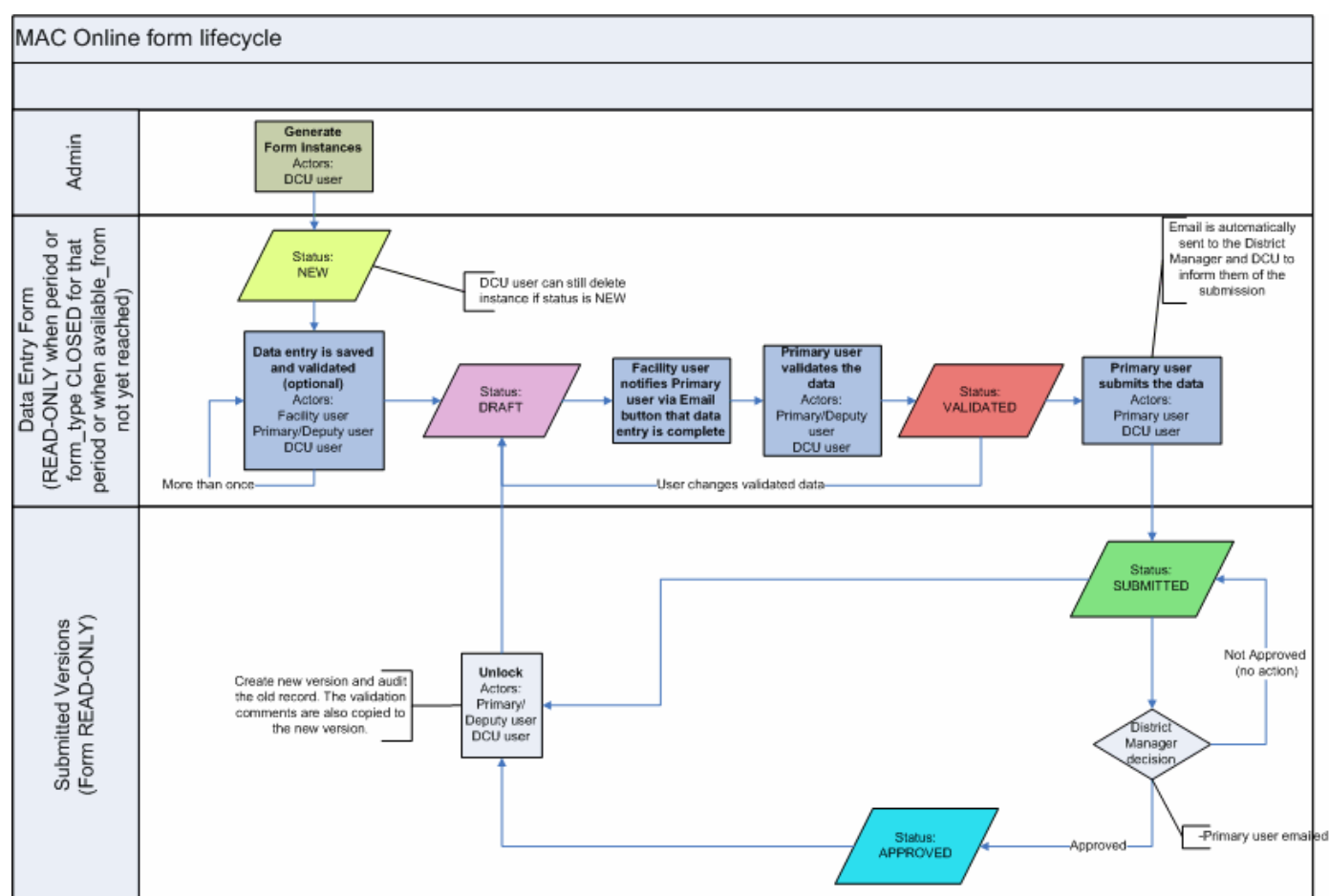
4. MONTHLY ACTIVITY

Table: User Access to Screens/Functions

Screens	Primary User	Deputy User	Facility User	District Manager User ***
Home 	<ul style="list-style-type: none"> Start Page 	<ul style="list-style-type: none"> Start Page 	<ul style="list-style-type: none"> Start Page 	<ul style="list-style-type: none"> Start Page
Data Entry Form (DEF) 	<ul style="list-style-type: none"> Search Upload Data Entry Save Validate Primary Validate Submit and Lock Unlock 	<ul style="list-style-type: none"> Search Upload Data Entry Save Validate Notify Primary User Primary Validate Submit and Lock Unlock 	<ul style="list-style-type: none"> Search Upload Data Entry Save Validate Notify Primary User 	
Submitted Versions 	<ul style="list-style-type: none"> View 	<ul style="list-style-type: none"> View 	<ul style="list-style-type: none"> View 	<ul style="list-style-type: none"> View Approve
Reporting 	<ul style="list-style-type: none"> User Report Change History Completion Uploaded Forms 	<ul style="list-style-type: none"> User Report Change History Completion Uploaded Forms 	<ul style="list-style-type: none"> User Report Change History Completion Uploaded Forms 	<ul style="list-style-type: none"> User Report Change History Completion Uploaded Forms

	Denotes Nil Access to this Screen
***	Denotes Security Level is available, however at this stage it is not mandatory to set up a User with this Security Level.

Diagram: MAC Online Data Entry Form Lifecycle



Lifecycle Explanation:

In MAC Online the combination of a form e.g. MTACPH3X, period e.g. July 2010 and Hospital e.g. Mackay Hospital is called an ‘instance’.

The Mackay Hospital’s 3X Form for July 2010 is referred to as an ‘instance’.

In MAC Online, an instance must go through all necessary workflows and progress statuses before it becomes **‘SUBMITTED’**. Submitted is the progress status whereby the Data Collections Unit deems the form to be received from the supplying hospital/district.

All instances start out with a progress status of **‘NEW’**. This means that no User has executed a ‘save’ on the instance. Once a save is executed by a Primary, Deputy or Facility User, the instance’s progress status is updated to **‘DRAFT’**. Data entry / saving can be done as many times as necessary to prepare the form for ‘primary validation’ and submission without updating the forms progress status of **‘DRAFT’**.

Validation can be performed at anytime on a section(s) within an instance to see how the data is tracking against DCU’s defined set of validation rules.

Once it is deemed appropriate, Primary and Deputy Users can execute a 'primary validation' on the instance. Once all validations have been responded to and saved, a form's progress status is updated to '**VALIDATED**'. If a User changes data on a '**VALIDATED**' instance, its progress status reverts back to '**DRAFT**'.

Only when a form's progress status is '**VALIDATED**' does the ability exist for the Primary or Deputy User to 'Submit and Lock' the form.

If changes are required for any reason to instances with a progress status of '**SUBMITTED**', these instances must be unlocked by the Primary or Deputy User which will revert the instances progress status back to '**DRAFT**' as well as auto generating a version-up for the instance e.g. V1 would be updated to V2.

4.1 HOME

- Log on to the MAC Online. (Facility User)

MAC Online Application
All Public Facilities

USER: FRASMAIL@HEALTH.QLD.GOV.AU
Version: V0.8 **Test**
[Change Password](#) | [Logout](#)

»Home User Accounts

Home Data Entry Submitted Versions Reporting

Welcome to the Queensland Health Data Collections Unit Web Portal

Your last successful login was on 07-MAY-2010 at 11:00 AM
Your last unsuccessful login was on 10-MAY-2010 at 2:03 PM

You have access to the following Facilities

Facility Name	Waiting Submission	Waiting Approval
ATHERTON HOSPITAL	Go 8	Go 0
MAREEBA DISTRICT HOSPITAL	Go 8	Go 0
INNISFAIL HOSPITAL	Go 8	Go 0

row(s) 1 - 3 of 3

Home is the 'Start Page' for all MAC Online Users. Options available to the User via the Home - Secondary Menu are:

- ◆ Data Entry Form (4.2)
- ◆ Submitted Versions (5)
- ◆ Reporting (6)

Further information can be obtained by referring to the 'User Access to Screens/Functions' table.

4.2 DATA ENTRY FORM (DEF)

For 'Definitions of Items collected' in the Data Entry Form for MAC Online please refer to the Monthly Activity Collection (MAC) User Manual.

- Select 'Go' beside the Facility listed in the 'You have access to the following Facilities' table or select 'Data Entry' via the Secondary Menu.

»Home User Accounts

Home **Data Entry** Submitted Versions Reporting

Welcome to the Queensland Health Data Collections Unit Web Portal

Your last successful login was on 07-MAY-2010 at 11:00 AM
Your last unsuccessful login was on 10-MAY-2010 at 2:03 PM

You have access to the following Facilities

Facility Name	Waiting Submission	Waiting Approval
ATHERTON HOSPITAL	Go 8	Go 0
MAREEBA DISTRICT HOSPITAL	Go 8	Go 0
INNISFAIL HOSPITAL	Go 8	Go 0

row(s) 1 - 3 of 3

- If your facility name doesn't automatically appear as a default value (as you have access to more than one facility), you will need to select the appropriate facility by using the options available in the Filter/Search Screen.

4.2.1 Filter/Search Screen

- DEF – Filter/Search screen displays.

The Filter/Search screen enables a User to filter/search by the following:

- ♦ **Facility** – Displays the facility(s) a User has access to in a drop-down list. A User is able to select an individual facility or can select 'All Facilities' which will return all facilities a User has current access to.
 - ♦ **Form Type** – Displays the forms in which a User has access to via a drop-down list. This is defined by the 'Form Group' assigned to the User. A User is able to select an individual form e.g. MTACPH3X or can leave the selection as 'All Form Types' which will display all forms a User has access to.
 - ♦ **Period** – A User is able to select a specific period e.g. 01-JUL-10 to 31-JUL-10 (Id:NN) or can leave the selection as 'All Periods' which will display all periods that have been set up by DCU. The Identification Number (Id:NN) for the form is automatically assigned by the system upon DCU creating the associated period in MAC Online.
 - ♦ **Additional Display** – This is fundamentally used to assist in the commentary process for variations highlighted in relation to the validation rules assigned to the DEF. A User is able to select the additional information they require displayed or leave the selection as 'None'. A MAC Online User will most likely utilise the 'Value for previous period' option. It is referred to in Sections 4.2.5 Validate – DEF – Individual Section and 4.2.6 Primary Validate – DEF – All Sections.
- Make the appropriate selection in the Filter/Search screen.

In the example provided below you will see that the search has not been refined to a particular form or period and will allow further explanation below of 'Availability From' and 'Status'. 'All Facilities' has been selected.

- The following screen indicates that more than 20 lines are available for display. Select 'Next' in the lower right corner of the 'Select form for data entry' table.

Home **Data Entry** Submitted Versions Reporting

Select Facility -All Accessible Facilities- **All Facilities**

Filter

Form Type -All Form Types- Period -All Periods- Go

Select form for data entry

Additional display -None-

Link	Form	Version	Facility No	Facility	Period	Progress	Available From	Due Date	Status	Upload	Uploaded Versions
Edit	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-MAY-10 to 31-MAY-10	NEW	-	14-JUN-10	OPEN	Upload	0
Edit	MTACPH3X (v1)	1	00222	INNISFAIL HOSPITAL	01-MAY-10 to 31-MAY-10	NEW	-	14-JUN-10	OPEN	Upload	0
Edit	MTACPH3X (v1)	1	00223	MAREEBA DISTRICT HOSPITAL	01-MAY-10 to 31-MAY-10	NEW	-	14-JUN-10	OPEN	Upload	0
View	MTACPH3Y (v1)	1	00211	ATHERTON HOSPITAL	01-MAY-10 to 31-MAY-10	NEW	01-JUN-10	14-JUN-10	OPEN	N/A	0
View	MTACPH3Y (v1)	1	00222	INNISFAIL HOSPITAL	01-MAY-10 to 31-MAY-10	NEW	01-JUN-10	14-JUN-10	OPEN	N/A	0
View	MTACPH3Y (v1)	1	00223	MAREEBA DISTRICT HOSPITAL	01-MAY-10 to 31-MAY-10	NEW	01-JUN-10	14-JUN-10	OPEN	N/A	0
View	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-APR-10 to 30-APR-10	NEW	-	14-MAY-10	CLOSED	N/A	0
View	MTACPH3X (v1)	1	00222	INNISFAIL HOSPITAL	01-APR-10 to 30-APR-10	NEW	-	14-MAY-10	CLOSED	N/A	0
View	MTACPH3X (v1)	1	00223	MAREEBA DISTRICT HOSPITAL	01-APR-10 to 30-APR-10	NEW	-	14-MAY-10	CLOSED	N/A	0
View	MTACPH3Y (v1)	1	00211	ATHERTON HOSPITAL	01-APR-10 to 30-APR-10	NEW	-	14-MAY-10	CLOSED	N/A	0
View	MTACPH3Y (v1)	1	00222	INNISFAIL HOSPITAL	01-APR-10 to 30-APR-10	NEW	-	14-MAY-10	CLOSED	N/A	0
View	MTACPH3Y (v1)	1	00223	MAREEBA DISTRICT HOSPITAL	01-APR-10 to 30-APR-10	NEW	-	14-MAY-10	CLOSED	N/A	0
Edit	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-APR-10 to 30-APR-10	NEW	-	14-MAY-10	OPEN	Upload	0
Edit	MTACPH3X (v1)	1	00222	INNISFAIL HOSPITAL	01-MAR-10 to 31-MAR-10	NEW	-	14-APR-10	OPEN	Upload	0
Edit	MTACPH3X (v1)	1	00223	MAREEBA DISTRICT HOSPITAL	01-MAR-10 to 31-MAR-10	NEW	-	14-APR-10	OPEN	Upload	0
Edit	MTACPH3Y (v1)	1	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	NEW	-	14-APR-10	OPEN	Upload	0
Edit	MTACPH3Y (v1)	1	00222	INNISFAIL HOSPITAL	01-MAR-10 to 31-MAR-10	NEW	-	14-APR-10	OPEN	Upload	0
Edit	MTACPH3Y (v1)	1	00223	MAREEBA DISTRICT HOSPITAL	01-MAR-10 to 31-MAR-10	NEW	-	14-APR-10	OPEN	Upload	0
Edit	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-FEB-10 to 28-FEB-10	NEW	-	14-MAR-10	OPEN	Upload	0
Edit	MTACPH3X (v1)	1	00222	INNISFAIL HOSPITAL	01-FEB-10 to 28-FEB-10	NEW	-	14-MAR-10	OPEN	Upload	0

1 - 20 **Next**

- Next page is displayed i.e. rows 21-24. 'Previous' will return the User back to the previous screen i.e. rows 1-20.

Home **Data Entry** Submitted Versions Reporting

Select Facility -All Accessible Facilities- **All Facilities**

Filter

Form Type -All Form Types- Period -All Periods- Go

Select form for data entry

Additional display -None-

Link	Form	Version	Facility No	Facility	Period	Progress	Available From	Due Date	Status	Upload	Uploaded Versions
Edit	MTACPH3X (v1)	1	00223	MAREEBA DISTRICT HOSPITAL	01-FEB-10 to 28-FEB-10	NEW	-	14-MAR-10	OPEN	Upload	0
Edit	MTACPH3Y (v1)	1	00211	ATHERTON HOSPITAL	01-FEB-10 to 28-FEB-10	NEW	-	14-MAR-10	OPEN	Upload	0
Edit	MTACPH3Y (v1)	1	00222	INNISFAIL HOSPITAL	01-FEB-10 to 28-FEB-10	NEW	-	14-MAR-10	OPEN	Upload	0
Edit	MTACPH3Y (v1)	1	00223	MAREEBA DISTRICT HOSPITAL	01-FEB-10 to 28-FEB-10	NEW	-	14-MAR-10	OPEN	Upload	0

Previous 21 - 24

- Select a facility by using the drop-down list in the 'Select Facility' field.

Home **Data Entry** Submitted Versions Reporting

Select Facility: -All Accessible Facilities- All Facilities

Filter

Form Type: -All Form Types- Go

Select form for data entry

Additional display: -None-

Link	Form	Version	Facility No	Facility	Period	Progress	Available From	Due Date	Status	Upload	Uploaded Versions
Edit	MTACPH3X (v1)	1	00223	MAREEBA DISTRICT HOSPITAL	01-FEB-10 to 28-FEB-10	NEW	-	14-MAR-10	OPEN	Upload	0
Edit	MTACPH3Y (v1)	1	00211	ATHERTON HOSPITAL	01-FEB-10 to 28-FEB-10	NEW	-	14-MAR-10	OPEN	Upload	0
Edit	MTACPH3Y (v1)	1	00222	INNISFAIL HOSPITAL	01-FEB-10 to 28-FEB-10	NEW	-	14-MAR-10	OPEN	Upload	0
Edit	MTACPH3Y (v1)	1	00223	MAREEBA DISTRICT HOSPITAL	01-FEB-10 to 28-FEB-10	NEW	-	14-MAR-10	OPEN	Upload	0

Previous 21 - 24

Note: In the following screen a message displays to indicate that the pagination needs to be reset. This message may appear in MAC Online from time to time. Should it occur, select 'Reset Pagination'. In this example upon the page being reset a User will then be able to see all forms generated for Atherton Hospital.

Home **Data Entry** Submitted Versions Reporting

Select Facility: ATHERTON HOSPITAL All Facilities

Filter

Form Type: -All Form Types- Period: -All Periods- Go

Select form for data entry

Additional display: -None-

Link	Form	Version	Facility No	Facility	Period	Progress	Available From	Due Date	Status	Upload	Uploaded Versions
Invalid set of rows requested, the source data of the report has been modified. reset pagination											

- Select a form type by using the drop-down list in the 'Form Type' field.
- Select a period by using the drop-down list in the 'Select Period' field. This will refine the list down even further.

Note: A MAC Online User will only be able to access a period(s) that have not had the 'Period Status' updated to 'Closed' (no longer available for use).

Refer to the table in the next section which contains information on the columns contained in the 'Select form for data entry' table.

The filtered example provided below has refined the list to display only the MTACPH3X Form(s) for Atherton Hospital.

Select Facility: ATHERTON HOSPITAL All Facilities

Filter

Form Type: MTACPH3X Period: -All Periods- Go

Select form for data entry

Additional display: -None-

Link	Form	Version	Facility No	Facility	Period	Progress	Available From	Due Date	Status	Upload	Uploaded Versions
Edit	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-MAY-10 to 31-MAY-10	NEW	-	14-JUN-10	OPEN	Upload	0
View	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-APR-10 to 30-APR-10	NEW	-	14-MAY-10	CLOSED	N/A	0
Edit	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	NEW	-	14-APR-10	OPEN	Upload	0
Edit	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-FEB-10 to 28-FEB-10	NEW	-	14-MAR-10	OPEN	Upload	0

4.2.2 Select Form for Data Entry

From the selection made in 4.2.1 Filter/Search Screen – The updated screen now displays the following columns/information:

Column	Information
Link	<p>Edit – Indicates to a User that they are able to update/change the figures contained in the DEF Screen.</p> <p>View – Indicates to a User that they are only able to view the figures contained in the DEF screen. For 'Edit' to be made available for a Hospital/Facility User, the Primary User is required to be contacted to Unlock the Form.</p>
Form	As per the MAC Manual i.e. MTACPH3Y, MTACPH3X, etc. New versions of the form may be created where reporting requirements set by Queensland Health, Queensland Government and / or the Australian Government have had a major impact on the layout/design of the form. The DCU User upon configuring an updated form will assign a new version number extension which will be linked to the form type.
Version	This is not to be confused with the form version number mentioned above for 'Form'. The Version indicated here relates to the number of times a form has been submitted and locked, then subsequently unlocked, submitted and so on by User(s) for an instance.
Facility No	Refer to the MAC Manual – Reference Tables – 5.4 REPORTS REQUIRED FROM FACILITIES – BY DISTRICT.
Facility	Facility Name - Refer to the MAC User Manual – Reference Tables – 5.4 REPORTS REQUIRED FROM FACILITIES – BY DISTRICT
Period	Indicates the Reference Month . e.g. 01-MAY-10 to 31-MAY-10
Progress	This displays the current stage of the form e.g. New, Draft, Validated and Submitted.
Available From	The Available From date will be assigned by a DCU User upon generating forms. Hospital/Facility Users will not be able to access the DEF until the date has occurred.
Due Date	As per the MAC Manual, Monthly Activity Reports must be submitted to DCU within 14 days after the reference month . e.g. 14-JUN-10
Status	<p>The Status is controlled by DCU User(s).</p> <p>Open – indicates a DEF is available for use</p> <p>Closed – indicates a DEF is not available for use</p> <p>Note: Should a period be unavailable for Data Entry i.e. Status for period appears as 'Closed', a Primary User is required to contact DCU to enable the Form/Period to be opened for the associated period(s). DCU will need to be contacted upon completion of data entry through to being submitted, to allow for the period(s) to update the status to 'Closed'.</p>
Upload	<p>Allows a User to Upload data via an excel spreadsheet or csv file.</p> <p>See 4.2.3 Data Entry – Upload Form for further information.</p>
Uploaded Version	<p>Indicates the number of times that a form has been uploaded and allows a User to access the latest uploaded version of the form which can either be viewed or saved accordingly.</p> <p>See 4.2.3 Data Entry – Upload Form for further information.</p>

Data Entry – Manual Process (4.2.3) vs Data Entry – Upload Form (4.2.4)

Data can either be populated in the form by either uploading a completed excel spreadsheet or the data can be manually entered in the data entry screen.

To assist you in deciding which option best suits your facility, the following is to be taken into consideration:

- ◆ Upload Form would be an obvious choice for sites that have set up an automated process to populate data into the associated MAC Form via Crystal Reports software or other source.
- ◆ For sites which would like to assign responsibility for completing either specific sections or rows in the form, Data Entry – Manual Process would be the suggested option for this scenario.
- ◆ For sites which have a centralised unit that collates the statistics from various areas throughout the facility, you may wish to select either option.

Note: As the emails are fairly generic in MAC Online, a clear communication plan would need to be put in place to provide a final indication that the form is ready for 'Primary Validate' and subsequently 'Submit and Lock' to finalise submission of the form to DCU.

4.2.3 Data Entry – Manual Process

- Follow instructions in sections 4.1, 4.2 and 4.2.1

In the 'Select form for data entry screen' a User will notice below this heading an 'Additional display' option. In the drop-down box you will find 3 options:

- ◆ -None- ~ Displays the current period only in the Data Entry Form Screen
 - ◆ Average value ~ Displays the current period plus the average based on the figures entered for the 3 months prior to the current period
 - ◆ Value for previous period ~ Displays the current period plus the figure entered for the prior period – Due to validations being set up comparing the current period to the previous period figures this option is useful in assisting a User to enter appropriate comments – Refer to 4.2.5 Validate – DEF – Individual Section and 4.2.6 Primary Validate – DEF – All Sections.
- Select '-None-' or 'Value for previous period' from the 'Additional display' drop-down box.

Link	Form	Version	Facility No	Facility	Period	Progress	Available From	Due Date	Status	Upload	Uploaded Versions
Edit	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-MAY-10 to 31-MAY-10	NEW	-	14-JUN-10	OPEN	Upload	0
View	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-APR-10 to 30-APR-10	NEW	-	14-MAY-10	CLOSED	N/A	0
Edit	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	NEW	-	14-APR-10	OPEN	Upload	0
Edit	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-FEB-10 to 28-FEB-10	NEW	-	14-MAR-10	OPEN	Upload	0

- Select 'Edit' link. 'Opening form...' dialogue counter will display until the form is loaded to the screen.

At this point you will note that this particular form has been split into sections for data entry as per the new layout for the MAC Online Excel Spreadsheet Form(s). The purpose for this is to allow multiple users to access and enter data in different sections of the form (See Appendix A: User Set Up/Data Entry Form Process Workflow for MAC Online – Facility View) at the same time. This function allows facilities to allocate sections to users for completion i.e. Section 1 can be completed by User A, Section 2 by User B, Section 3 by User C and Sections 4 & 5 can be completed by User D. This method will require close liaison between MAC Online Users as the Primary User will have to be provided with some sort of final communication of when data entry has been completed by all MAC Online Users.

View All – Displays all sections of the DEF.

Note: You are unable to enter data whilst you are in the 'View All' display mode.

Select Section for Data Entry (i.e. Clinic Type A – D) – Allows data entry to occur plus the availability of access to individual sections by various users at the one time.

Reset – Allows a User to clear all figures in the form upon selecting 'Ok' to the message of 'Are you sure you want to clear this form? Once cleared the contents are unable to be retrieved.'

Note: To enter figures in each field, a User is able to use tab to progress through fields in the DEF. A User is unable to use the directional arrows on the keyboard to move the cursor either up/down the column(s). To select a cell not horizontally adjacent to the current cell occupied, a User will be required to select the associated cell by selecting the mouse left-click button to move the cursor to the required cell for data entry.

- Enter data into DEF for Section 1 – Clinic Type A – D.

Home Data Entry Submitted Versions Reporting

Data Entry for MTACPH3X (v1)

Notify Primary User Close

Description	Version	Facility No	Facility	Period	Progress	Available From	Due Date
3X Monthly Activity Report for larger facilities	1	00211	ATHERTON HOSPITAL	01-FEB-10 to 28-FEB-10	NEW	-	14-MAR-10

Select section for data entry

Monthly Activity Collection

- View All -

Clinic Type A-D

Clinic Type E-I

Clinic Type M-O

Clinic Type P

Clinic Type R-Total

Global Comment

Footer

* Hospitals would normally admit patients in these categories where they meet the minimum criteria. If patients have been admitted, do NOT report them here.

- By utilising the scroll bars, a User is able to navigate their way around the screen to allow a better view of the rows, columns and cells for data entry.

Clinic Type A-D

Eligible Public

	Eligible Other Presentation	Department of Veterans' Affairs	Face to Face	Telehealth/Telemedicine	Telephone Consultations	Eligible Other	Ineligible	Total 1:1 Sessions (Excluding Eligible Other)	Total No. Groups	Total No. Patient
Aged Care New Patient										
Aged Care Repeat Patient								25		
Alcohol and Other Drug New Patient										
Alcohol and Other Drug Repeat Patient										
Allergy New Patient										
Allergy Repeat Patient	1		12			4		13		
Audiology New Patient			8			2		8		
Audiology Repeat Patient										
Cardiac Surgery New Patient										
Cardiac Surgery Repeat Patient										
Cardiology New Patient			21			8	12	33		
Cardiology Repeat Patient			3			1	3	6		
Chemotherapy New Patient										

Top

Footer

* Hospitals would normally admit patients in these categories where they meet the minimum criteria. If patients have been admitted, do NOT report them here.

- Upon completion of entering data in the section, a User is then required to select 'Save'. From the above point in the form you will need to scroll up the section until you can see the 'Save' button.
- 'Data successfully saved' message displays.

The screenshot shows the MAC Online interface. At the top, a message box says "Data successfully saved". Below it, the navigation menu includes Home, Data Entry, Submitted Versions, and Reporting. The main content area is titled "Data Entry for MTACPH3X (v1)". It contains a "Notify Primary User" button and a table with the following data:

Description	Version	Facility No	Facility	Period	Progress	Available From	Due Date
3X Monthly Activity Report for larger facilities	1	00211	ATHERTON HOSPITAL	01-FEB-10 to 28-FEB-10	DRAFT	-	14-MAR-10

Below the table, it says "Current section lock valid until 10-MAY-2010 16:57:03". At the bottom, there are buttons for "Reset", "Save", and "Validate", with "Save" circled in red. There is also a "View All" button and a "Clinic Type A-D" dropdown.

- A User is now able to proceed to validate the data entered in this section of the DEF.

Note: Only one User can be in any one section at any given time. You will also be automatically removed from any section after 2 hours.

The screenshot shows the MAC Online interface. At the top, a message box says "Data Entry for MTACPATH (v1)". It contains a "Primary Validate" button and a table with the following data:

Description	Version	Facility No	Facility	Period	Progress	Available From	Due Date
Monthly Activity Report	1	00120	ST GEORGE HOSPITAL	01-MAY-10 to 31-MAY-10	NEW	-	14-JUN-10

Below the table, it says "Current section lock valid until 10-MAY-2010 16:57:03". At the bottom, there are buttons for "Reset", "Save", and "Validate", with "Save" circled in red. There is also a "View All" button and a "Clinic Type A-D" dropdown.

Below the main form, there is a section titled "Non-Admitted Patients - 1:1 Sessions - Occasions of Service". It contains a message: "READ-ONLY - The current section has been locked for data entry by TEST until 26-MAY-2010 13:10:32".

Refer to Section 4.2.5 Validate – DEF – Individual Section

4.2.4 Data Entry - Upload Form

The Monthly Activity Collection (MAC) Forms have been reformatted. A copy of the MTACPH3X Form is provided on the next page. The full suite of forms for MAC Online can be found in the MAC Manual.

Page 43

- Follow instructions in sections 4.1, 4.2 and 4.2.1
- Select 'Upload' button for the associated row

The screenshot shows the 'Data Entry' screen with a navigation bar (Home, Data Entry, Submitted Versions, Reporting). Below the navigation bar, there's a 'Select Facility' dropdown set to 'ATHERTON HOSPITAL' and a 'Filter' section with 'Form Type' set to 'MTACPH3X' and 'Period' set to '-All Periods-'. A 'Go' button is next to the period dropdown. Below this is a 'Select form for data entry' section with an 'Additional display' dropdown set to '-None-'. The main part of the screen is a table with columns: Link, Form, Version, Facility No, Facility, Period, Progress, Available From, Due Date, Status, Upload, and Uploaded Versions. The table contains three rows of data. The 'Upload' button for the third row is circled in red.

Link	Form	Version	Facility No	Facility	Period	Progress	Available From	Due Date	Status	Upload	Uploaded Versions
Edit	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-MAY-10 to 31-MAY-10	NEW	-	14-JUN-10	OPEN	Upload	0
View	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-APR-10 to 30-APR-10	NEW	-	14-MAY-10	CLOSED	N/A	0
Edit	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	NEW	-	14-APR-10	OPEN	Upload	0

1 - 3

- Upload Details screen displays. In this screen you are able to ensure that you have selected the correct Form Type, Facility and Period for the form you are about to upload.

The screenshot shows the 'Upload Details' screen. It displays the following information: Form Type: MTACPH3X, Facility: 00211 - ATHERTON HOSPITAL, Period: 01-MAR-10 to 31-MAR-10 (Id:47). Below this is a 'File' field with a 'Browse...' button circled in red. There is also a 'Comments' text area and an 'Upload File' button at the bottom.

- Select 'Browse' and navigate the file path to choose the form to be uploaded. The file name/path will appear in the field upon selection of the appropriate file for upload.

The screenshot shows a 'Choose file' dialog box. The 'Look in:' dropdown is set to 'User Manual'. The file list shows 'MAC Online User Manual_May2010' and 'MTACPH3X_1011_ATHERTON_211_MAR2010'. The 'File name:' field is set to 'MTACPH3X_1011_ATHERTON_211_MAR20'. The 'Files of type:' dropdown is set to 'All Files (*.*)'. The 'Open' button is circled in red.

- Information can be entered in the 'Comments' field, however this is optional.
- Select 'Upload File'.

Note: A User should ensure prior to selecting the 'Upload File' option, that they do not have the file that is going to be uploaded open. Should the file be open whilst attempting to upload the file, the following message will display. Select 'OK' to the message, close the associated file and re-attempt the upload process.

- 'Uploading Form...' box displays to indicate the progress of the form being uploaded.

- A User is returned to the Data Entry Form screen. The counter for uploaded versions will have increased by '1'. If this is the first time the DEF has been accessed by a User, the DEF progress status will have updated from 'NEW' to 'DRAFT'.

Possible reasons for Uploaded Forms being rejected are:

- ◆ Excel spreadsheet being uploaded is open. The form must not be in use when attempting to upload the form as per the example above.
- ◆ Form Identifier Fields do not align with the Data Entry Form selected for upload i.e. attempting to load a form with a Form Type, Form Type Version, Facility Number and/or

Period will result in an error message should any of these variables not match with the data entry form selected for the upload process.

- ◆ Form is incorrectly formatted. It must have a file extension ‘.xls’ or a ‘csv’ (Comma delimited) file.
- ◆ A carriage return, or comma has been entered in the spreadsheet
- ◆ The Spreadsheets layout / integrity has been altered.

Refer to Section 4.2.6 Primary Validate – DEF – All Sections

4.2.5 Validate – DEF – Individual Section

Tip: The ‘Validate’ button is also available to the Primary User and Deputy User. It differs from the ‘Primary Validate’ button (See 4.2.6 Primary Validate – DEF – All Sections) in that it only validates individual sections of the DEF. It **won’t** progress the DEF from ‘DRAFT’ to ‘VALIDATED’.

Note: The validation process only applies to subsequent months. Should this be the first data entry form for the form type as indicated by the period, a User will not be able to view ‘prior month values’ and therefore the validation process will not require the User to enter comments as nil differences will be identified. A User will still be required to ‘Save’ and upon doing so, ‘Comments successfully saved’ message will display.

Each section of the DEF is able to be validated by the Facility User, Deputy User and Primary User (can access ‘Validate’ upon selecting an individual section i.e. Clinic Type A – D or see 4.2.6 Primary Validate – DEF – All Sections to validate the entire DEF).

- Save the data entered in the individual section (continuation from 4.2.3 Data Entry – Manual Process).
- ‘Data successfully saved’ message displayed.

To assist with the validation process in preparing comments, a User should select ‘Value for previous period’ via the Additional Display drop-down menu.

- Select ‘Back’.
- Select ‘Value for previous period’.
- Select ‘Edit’ beside the appropriate row to access the Data Entry screen.

The screenshot shows the 'Data Entry' screen with a table of data entry forms. The 'Additional display' dropdown is set to 'Value for previous period'. The 'Edit' button for the first row is circled in red.

Link	Form Type	Period	Progress	Available From	Due Date	Status	Upload	Uploaded Versions
Edit	MTACPH3X (v1)	01-MAY-10 to 31-MAY-10	NEW	-	14-JUN-10	OPEN	Upload	0
View	MTACPH3X (v1)	01-APR-10 to 30-APR-10	NEW	-	14-MAY-10	CLOSED	N/A	0
Edit	MTACPH3X (v1)	01-MAR-10 to 31-MAR-10	DRAFT	-	14-APR-10	OPEN	Upload	2

- From the Data Entry Screen for the associated period, remain in the section or select the section in which you require the validation process to be triggered for.
- Select ‘Validate’.

- ‘Are you sure you want to validate the data entry? Note that any unsaved changes will be lost.’ message displays. Select ‘OK’ to continue.

Data Entry for MTACPH3X (v1)

Notify Primary User Close

Description	Version	Facility No	Facility	Period	Progress	Available From	Due Date
3X Monthly Activity Report for larger facilities	1	00211	ATHERTON HOSPITAL	01-FEB-10 to 28-FEB-10	DRAFT	-	14-MAR-10

Current section lock valid until 10-MAY-2010 16:57:03

Select section for data entry

Reset Save Validate

Monthly Activity Collection

- View All -

Clinic Type A-D

Clinic Type E-I

Clinic Type M-O

- ‘Validation successfully completed’ message displays.

Validation successfully completed

Home Data Entry Submitted Versions Reporting

Validation for MTACPH3X (v1)

Close

Description	Version	Facility No	Facility	Period	Progress	Available From	Due Date
3X Monthly Activity Report for larger facilities	1	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	DRAFT	-	14-APR-10

Select section for data entry

Cancel Save Comments

Monthly Activity Collection

Invalid data entry highlighted in red. Please complete the comment field.

Validations performed

Clinic Type A-D

	Eligible Work Cover Queensland	Eligible Work Cover Other	Eligible Motor Vehicle Queensland	Eligible Motor Vehicle Other	Eligible Other Third Party	Eligible Other Compensation	Department of Veterans' Affairs	Face to Face	Tel
Aged Care New Patient	null* 1*	null*	null*	null*	null*	null*	null*	null*	
Aged Care Repeat Patient	25*	null*	null*	null*	null*	null*	null*	null*	
Alcohol and Other Drug New Patient	null*	null*	null*	null*	null*	null*	null*	null*	
Alcohol and Other Drug Repeat Patient	null*	null*	null*	null*	null*	null*	null*	null*	

- Areas highlighted in red, indicate that the validations performed have detected a variance which requires a comment.
- Select ‘Validations performed’.
- A User can hover the cursor over an individual cell of data for a validation pop-up message to appear.

Validation for MTACPH3X (v1) Close

Description	Version	Facility No	Facility	Period	Progress	Available From	Due Date
3X Monthly Activity Report for larger facilities	1	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	DRAFT	-	14-APR-10

Select section for data entry

Cancel Save Comments

Monthly Activity Collection
Invalid data entry highlighted in red. Please complete the comment field.

Validations performed

ValidId	Description
1	Compare the entered value to the value of the previous period
3	Check for null values
5	Check for duplicate values
10	Compare the entered value to the value of the previous period

Clinic Type A-D

	Eligible Work Cover Queensland	Eligible Work Cover Other	Eligible Motor Vehicle Queensland	Eligible Motor Vehicle Other	Eligible Other Third Party	Eligible Other Compensation	Department of Veterans Affairs	Face to Face	Telehealth/Telemedicine
Aged Care New Patient	12								
Aged Care Repeat Patient									
Alcohol and Other Drug New Patient									
Alcohol and Other Drug Repeat Patient									

Data type: Positive Integer
Length: 5
Validation failure reason: 3

- The Validation Comments box is now available for use as this is comparing 2 periods i.e. February 2010 and March 2010.
- Enter comments.
- Check the entire section to see if any other comment areas are open. Use the scroll bars to navigate your way around the section.

Cancel Save Comments

Monthly Activity Collection
Invalid data entry highlighted in red. Please complete the comment field.

Validations performed

Clinic Type A-D

	Total 1:1 Sessions (Excluding Eligible Other)	Total No. Groups	Total No. Patients	Validation comments
Aged Care New Patient	null* 12	null*	null*	Confirmed - Figures are correct
Aged Care Repeat Patient	25*	null*	null*	Confirmed - Figures are correct

- 'Validation successfully completed' message displays. Only Clinic Type A – D section has been validated.
- A User is able to validate other sections (each section is required to be validated and saved individually) within the form as required and repeat the process above until complete.

Note: A Facility User is unable to progress a DEF any further than from 'New' to 'Draft'.

- Upon completion of entering comments – a User may like to add comments to the ‘General (Global) Comments Section’. Refer to information provided below.

GENERAL (GLOBAL) COMMENTS SECTION

A ‘General Comments Section’ has been added at the end of each form to allow all MAC Online Users an area to provide general comments which are unable to be entered elsewhere i.e. it does not specifically apply to where a validated row has made available the mandatory comment to be entered for rows as per the validation process.

In using the ‘General Comments Section’, it is vital some ground rules be stipulated in relation to the layout for all comments made in this section. Each individual comment entered in the ‘General Comments Section’ must include the following:

- ◆ Date;
- ◆ Name of MAC Online User;
- ◆ Identifying information i.e. what/where the comment being provided relates to; and the
- ◆ Comment.

Note: The use of a comma anywhere within text entered in the General (Global) Comments Section in the MAC Online Excel Form(s) is not permissible.

- Enter information in the format specified above in the ‘General (Global) Comments Section’.

The screenshot shows the 'Global Comment' section of the MAC Online Excel Form. The form has a header 'Select section for data entry' with buttons 'Reset', 'Save', and 'Validate'. Below this is a list of clinic types: '-View All-', 'Clinic Type A-D', 'Clinic Type E-I', 'Clinic Type M-O', 'Clinic Type P', 'Clinic Type R-Total', and 'Global Comment'. The 'Global Comment' section is highlighted. It contains a table with columns 'Global Comment' and 'Validation comments'. A red arrow points to the 'Global Comment' column. A 'Top' link is at the bottom left.

- Select ‘Save’ to retain the text entered in the ‘General (Global) Comments Section’.
- Select ‘Notify Primary User’ (trigger an email) or send an email from GroupWise directly to the ‘Deputy User’ to indicate they have completed the data entry (and validation/comment process) in their allocated section(s) or row(s).
- ‘Are you sure you want to notify the Primary User that the data entry is complete?’ message displays. Select ‘OK’.
- ‘Primary User successfully notified.’ message displays.

Primary user successfully notified

Home Data Entry Submitted Versions Reporting

Data Entry for MTACPH3X (v1)

Notify Primary User

Description	Version	Facility No	Facility	Period	Progress	Available From	Due Date
3X Monthly Activity Report for larger facilities	1	00211	ATHERTON HOSPITAL	01-FEB-10 to 28-FEB-10	DRAFT	-	14-MAR-10

Select section for data entry

Monthly Activity Collection

-View All-

Clinic Type A-D

4.2.6 Primary Validate – DEF – All Sections

Note: The 'Primary Validate' button is available for use by the Primary User and Deputy User. It differs from the 'Validate' button (See 4.2.5 Validate – Individual Section) in that it validates the entire DEF.

The 'Primary Validate' button is to be utilised upon the Primary User and/or Deputy User having been informed that all MAC Online Users having entered and finalised data i.e. entered comments where applicable in the DEF. If the Form Upload option has been used, the Primary/ Deputy User may have been the User to complete this task.

MAC Online has functionality to allow users to notify the Primary User via email that the form is ready for submission.

Qhipsmail Qhipsmail - Mail From: <FRASMAIL@HEALTH.QLD.GOV.AU>

File Edit View Actions Tools Window Help

Close Reply Forward

Mail Properties Personalize Message Source

From: <FRASMAIL@HEALTH.QLD.GOV.AU> 10/05/2010 4:38 pm

To: Qhipsmail Qhipsmail

Subject: MAC Online Web Portal Message

Facility User(FRASMAIL@HEALTH.QLD.GOV.AU) of Facility: ATHERTON HOSPITAL has indicated that the data entry of version 1 of the MTACPH3X form for period: 01-MAR-10 to 31-MAR-10 is complete

- Follow instructions in sections 4.1, 4.2 and 4.2.1
- To assist with the validation process in preparing comments, a User should select 'Value for previous period' via the Additional Display drop-down menu.
- Select 'Edit' for the associated row.

Home **Data Entry** Submitted Versions Reporting

Select Facility: ATHERTON HOSPITAL All Facilities

Filter

Form Type: MTACPH3X Period: -All Periods- Go

Select form for data entry

Additional display: Value for previous period

Link	Form	No	Facility	Period	Progress	Available From	Due Date	Status	Upload	Uploaded Versions	
Edit	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-MAY-10 to 31-MAY-10	NEW	-	14-JUN-10	OPEN	Upload	0
Edit	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-APR-10 to 30-APR-10	NEW	-	14-MAY-10	CLOSED	Upload	0
Edit	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	DRAFT	-	14-APR-10	OPEN	Upload	2

- From the Data Entry Screen select 'Primary Validate'.

Data Entry for MTACPH3X (v1)

[Primary Validate](#) Close

Description	Version	Facility No	Facility	Period	Progress	Available From	Due Date
3X Monthly Activity Report for larger facilities	1	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	DRAFT	-	14-APR-10

Select section for data entry

Monthly Activity Collection

- [View All](#)
- [Clinic Type A-D](#)
- [Clinic Type E-I](#)
- [Clinic Type M-O](#)
- [Clinic Type P](#)
- [Clinic Type R-Total](#)

- 'Are you sure you want to validate the data entry for the entire form?' message is displayed. Select 'OK' to continue.
- 'Validation successfully completed' message displays.
- At this point the Primary User will be required to check that where red highlighting has been applied, relevant comments have been entered for the row(s). Should this not be the case, the Primary User will be required to either:
 - Follow up the associated facility users for comments to be entered;
 - Ascertain reasons for the differences from the associated users and enter the comments accordingly; or
 - Enter all comments as required.

Note: A Primary/Deputy User is able to update/amend comments saved in the DEF for the validation queries, should this be required.

Comments are required in the section(s) as indicated by red highlighting, for a list of rules see Appendix B.

A User is able to display information regarding the validation rules being applied to the form being validated. Select the arrow beside the 'Validations performed' box. The box will now display a Validation Id and Description for the Validation.

- A User can hover the cursor over an individual cell of data for a validation pop-up message to appear.

EXAMPLES OF ROWS HIGHLIGHTED DUE TO VALIDATIONS PERFORMED

Endocrinology Repeat Patient	null*	null*	null*	null*	5*	86	null*	null*	null*
Endoscopy & Related Procedures New Patient *	null*	null*	null*	null*	130*	52	null*	null*	null*
Endoscopy & Related Procedures Repeat Patient *	null*	null*	null*	null*	null*	Data type: Positive Integer Length: 5 Validation failure reason: 10	null*	null*	null*
Falls New Patient	null*	null*	null*	null*	null*		null*	17*	

Falls New Patient	16	null*	null*						
Falls Repeat Patient	17	null*	7	null*	26				
Gastroenterology New Patient	17	null*	null*		Data type: Positive Integer Length: 5 Validation failure reason: 3				
Gastroenterology Repeat Patient	17	null*	null*						

General Surgery New Patient	null*	null*	null*	null*	1100*	990	null*	null*	null*
General Surgery Repeat Patient	null*	null*	null*	null*	1000*	1100	null*	null*	null*
Geriatric New Patient	null*	null*	null*	null*	null*	Data type: Positive Integer Length: 5 Validation failure reason: 1	null*	null*	null*

Hyperbaric Medicine New Patient	null*	170*	325	null*	null*	170*	325	null*	null*
Hyperbaric Medicine Repeat Patient	null*	200*	100	null*	null*	200*	100	null*	null*
Immunology New Patient	null*	null*							
Immunology Repeat Patient	null*	null*							

EXAMPLES OF VALIDATION COMMENTS ENTERED FOR HIGHLIGHTED ROWS

Endocrinology Repeat Patient	ull*		Increase in numbers attending this Clinic Type for EOTP - Unable to explain variation - Confirmed - Figures are correct
Endoscopy & Related Procedures New Patient *	ull*		Significant decrease in patients attending this clinic type due to increase in FTA rate
Endoscopy & Related Procedures Repeat Patient *	ull*		
Falls New Patient	ull*		
Falls Repeat Patient	ull*	26	Additional funding received to run group clinics for March 2010
Gastroenterology New Patient	ull*		
Gastroenterology Repeat Patient	ull*		
General Paediatrics New Patient	ull*		
General Paediatrics Repeat Patient	ull*		
General Surgery New Patient	ull*		Decrease due to a specialist being on leave for 1 week in March 2010
General Surgery Repeat Patient	ull*		Increase due to additional repeat appt slots being scheduled for Gen Surg Patients in March 2010

Gynaecology Repeat Patient	ull*		
Hyperbaric Medicine New Patient	ull*		+ Resources allocate from Hyperbaric Medicine Repeat
Hyperbaric Medicine Repeat Patient	ull*		- Resources allocated to Hyperbaric Medicine New
Immunology New Patient	ull*		

- Upon completion of entering comments – a User may like to add comments to the ‘General (Global) Comments Section’. For further information of Global Comments see section 4.2.5.

Select section for data entry

Cancel Save Comments

Monthly Activity Collection

Invalid data entry highlighted in red. Please complete the comment field. The form will change to VALIDATED when all the comments are filled in and saved.

- Select ‘Save Comments’
- ‘Progress Status’ of the DEF will have updated from ‘Draft’ to ‘Validated’. ‘Submit and Lock’ should now be available due to all comments having been reviewed and entered by the Primary User or Deputy User.

»Home User Accounts

Comments successfully saved

Home Data Entry Submitted Versions Reporting

Validation for MTACPH3X (v1)

Submit and Lock Close

Description	Version	Facility No	Facility	Period	Progress	Available From	Due Date
3X Monthly Activity Report for larger facilities	1	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	VALIDATED	-	14-APR-10

Select section for data entry

Note: Should the progress status not be updated as per above, this may mean that even though ‘Comments successfully saved’ message has displayed, comment(s) may have been left blank in the process. At this stage the Primary User/Deputy User should re-check all rows highlighted in red for each section to confirm comments have been entered and where any have been missed, update/enter comments accordingly. Select ‘Save’.

See 4.2.7 – Submit & Lock – Data Entry Form (Primary User/Deputy User)

Should another User be in any section of the form being primary validated the following message will display.

Microsoft Internet Explorer

There are locked sections:

Section Clinic Type R-Total is locked by Facility User (FRASMAIL@HEALTH.QLD.GOV.AU)

Continue with the validation process?

OK Cancel

From the above displayed message the Primary User/Deputy User is able to identify the MAC Online User currently in the DEF, as well as the particular section they are currently either viewing or updating.

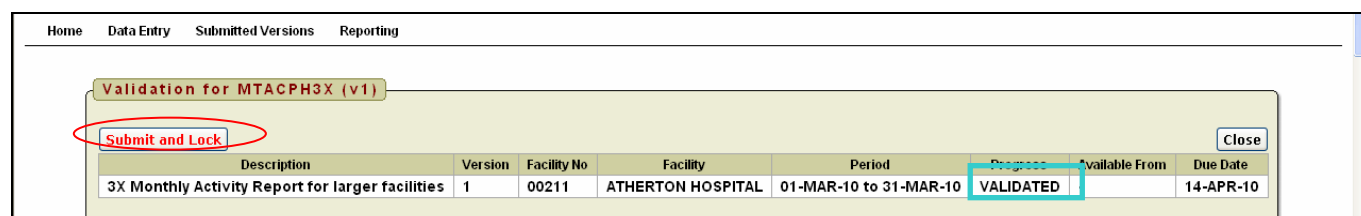
At this stage, the Primary User/Deputy User can either:

- ◆ select 'Cancel', wait until the notification email comes through from the MAC Online User to advise that data entry is complete and then Primary Validate;
- ◆ select 'Cancel', contact the MAC Online User to request that they finish data entry and upon completion confirm the DEF is ready to undergo the Primary Validate process; or
- ◆ select 'OK' in the message to continue with the validation process, however any information that has not been saved by the MAC Online User currently in the DEF will be lost.

4.2.7 Submit & Lock – Data Entry Form (DEF)

Note: The 'Submit & Lock' button is only available for use by a Primary User and Deputy User.

- Follow instructions in sections 4.1, 4.2, 4.2.1, 4.2.5 and 4.2.6.
- Select 'Submit and Lock'.




Description	Version	Facility No	Facility	Period	Progress	Available From	Due Date
3X Monthly Activity Report for larger facilities	1	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	VALIDATED		14-APR-10

Note: As per the Bed Availability Reporting Application (BARA), a District Manager User can be set up to approve the submitted version of a data entry form. At this stage the 'Approval' process is not required to occur in MAC Online. Should this change, you will be notified by DCU. Therefore any communications that mention a District Manager User will not apply for MAC Online.

- 'Are you sure you want to Submit the quality assured data for District Manager for approval?' message displays.
- Select 'Ok'.
- 'Data entry successfully submitted. Email sent to the District Manager and DCU User(s) message appears. Progress status for the DEF will update from 'VALIDATED' to 'SUBMITTED'.

Note: Only for form types which require District Manager approval (none at this stage), will an email be generated to the District Manager User.



Description	Version	Facility No	Facility	Period	Progress	Available From	Due Date
3X Monthly Activity Report for larger facilities	1	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	SUBMITTED		14-APR-10

- By selecting 'Close' a Primary/Deputy User will be taken to the 'Submitted Versions' Screen.

»Home User Accounts

Home Data Entry **Submitted Versions** Reporting

Select Facility: ATHERTON HOSPITAL All Facilities

Filter

Form Type: -All Form Types- Period: -All Periods- Go

Select form

Additional display: -None-

Link	Form	Version	Facility No	Facility	Period	Progress	Available From	Due Date	Status	Uploaded Versions
View	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	SUBMITTED	-	14-APR-10	OPEN	2
View	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-FEB-10 to 28-FEB-10	SUBMITTED	-	14-MAR-10	OPEN	0

EXAMPLES OF EMAILS generated by MAC Online

Email to DCU User

Mail From: <QHIPSMAIL@HEALTH.QLD.GOV.AU>

File Edit View Actions Tools Window Help

Close Reply Forward

Mail Properties Personalize Message Source

From: <QHIPSMAIL@HEALTH.QLD.GOV.AU> 11/05/2010 10:07 am

To: Michelle Arthur

Subject: MAC Online Web Portal Message

Primary User(QHIPSMAIL@HEALTH.QLD.GOV.AU) of Facility: ATHERTON HOSPITAL has submitted version 1 of the MTACPH3X form for period: 01-MAR-10 to 31-MAR-10

Email to District Manager User ***

ODCMail - Mail From: <QHIPSMAIL@HEALTH.QLD.GOV.AU>

File Edit View Actions Tools Window Help

Close Reply Forward

Mail Properties Personalize Message Source

From: <QHIPSMAIL@HEALTH.QLD.GOV.AU> 11/05/2010 10:07 am

To: ODCMAIL@health.qld.gov.au

Subject: MAC Online Web Portal Message

Primary User(QHIPSMAIL@HEALTH.QLD.GOV.AU) of Facility: ATHERTON HOSPITAL has submitted version 1 of the MTACPH3X form for period: 01-MAR-10 to 31-MAR-10

4.2.8 Unlock – Data Entry Form (DEF)

Note: The Primary User and Deputy User are unable to use the 'Unlock Form' function if the period has been 'Closed' in the 'Manage periods' table by DCU. The period will not appear in the drop-down list for the 'Select Period' field. If changes are required to be made to a 'Closed' (unavailable) period, contact DCU to gain access to the DEF for the associated period.

Example 1

- From the Submitted Versions Screen, select 'View' for the associated row (should this be a period prior this will have an impact on the following forms as the values have been changed).

Select Facility: ATHERTON HOSPITAL All Facilities

Filter

Form Type: -All Form Types- Period: -All Periods- Go

Select form

Additional display: -None-

Link	Form	Version	Facility No	Facility	Period	Progress	Available From	Due Date	Status	Uploaded Versions
View	MTACPH3X (v1)	2	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	SUBMITTED	-	14-APR-10	OPEN	0
View	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-FEB-10 to 28-FEB-10	APPROVED	-	14-MAR-10	OPEN	0

1 - 2

- Select 'Unlock'.

Queensland Government
Queensland Health

MAC Online Application
All Public Facilities

USER: QHIPSMAIL@HEALTH.QLD.GOV.AU
Version: V0.8 Test

» Home User Accounts

Submitted Versions for MTACPH3X (v1)

Unlock Export to CSV Close

Description	Version	Facility No	Facility	Period	Progress	Available From	Due Date
3X Monthly Activity Report for larger facilities	1	00211	ATHERTON HOSPITAL	01-FEB-10 to 28-FEB-10	APPROVED	-	14-MAR-10

Select section for data entry

Monthly Activity Collection

- View All -

Clinic Type A-D

Clinic Type E-I

Clinic Type M-O

Clinic Type P

Clinic Type R-Total

Global Comment

Footer

* Hospitals would normally admit patients in these categories where they meet the minimum criteria. If patients have been admitted, do NOT report them here.

- Select 'Ok' to below message.

Microsoft Internet Explorer

At least one later version of this form has been submitted. By unlocking this form, you will unlock all later versions and they too will require re-validation and re-submission. Continue unlocking this form?

OK Cancel

- 'Data entry successfully unlocked. A new version has been created in the state draft.' message displayed.
- Select 'Close'.

Queensland Government
Queensland Health

MAC Online Application
All Public Facilities

USER: QHPSMAIL@HEALTH.QLD.GOV.AU
Version: V0.8 Test

»Home User Accounts

Data entry successfully unlocked. A new version has been created in state draft.

Home Data Entry Submitted Versions Reporting

Data Entry for MTACPH3X (v1)

Primary Validate Close

Description	Version	Facility No	Facility	Period	Progress	Available From	Due Date
3X Monthly Activity Report for larger facilities	2	00211	ATHERTON HOSPITAL	01-FEB-10 to 28-FEB-10	DRAFT	-	14-MAR-10

Select section for data entry

- In the following screen you will notice that in the 'Data Entry' screen, both February 2010 and March 2010 have a progress status of 'DRAFT'. February 2010 has been renumbered as 'V2' whereas March 2010 is now up to 'V3'.

»Home User Accounts

Home **Data Entry** Submitted Versions Reporting

Select Facility: ATHERTON HOSPITAL All Facilities

Filter

Form Type: MTACPH3X Period: -All Periods- Go

Select form for data entry

Additional display: -None-

Link	Form	Version	Facility No	Facility	Period	Progress	Available From	Due Date	Status	Upload	Uploaded Versions
Edit	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-MAY-10 to 31-MAY-10	NEW	-	14-JUN-10	OPEN	Upload	0
View	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-APR-10 to 30-APR-10	NEW	-	14-MAY-10	CLOSED	N/A	0
Edit	MTACPH3X (v1)	3	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	DRAFT	-	14-APR-10	OPEN	Upload	0
Edit	MTACPH3X (v1)	2	00211	ATHERTON HOSPITAL	01-FEB-10 to 28-FEB-10	DRAFT	-	14-MAR-10	OPEN	Upload	0

1 - 4

Example 2

- From the Submitted Versions Screen, select 'View' for the associated row.

Home Data Entry **Submitted Versions** Reporting

Select Facility: ATHERTON HOSPITAL All Facilities

Filter

Form Type: -All Form Types- Period: -All Periods- Go

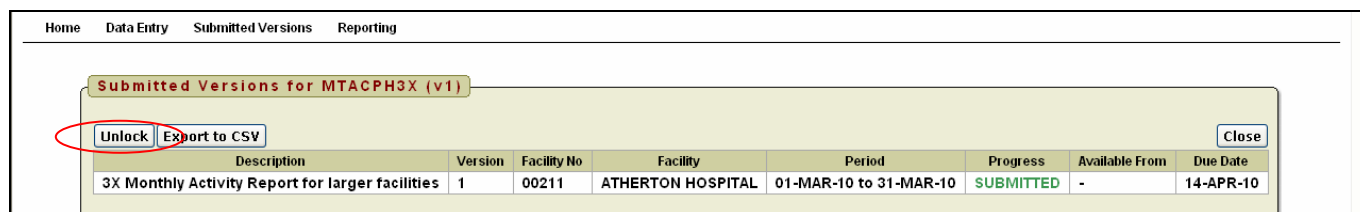
Select form

Additional display: -None-

Link	Form	Version	Facility No	Facility	Period	Progress	Available From	Due Date	Status	Uploaded Versions
View	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	SUBMITTED	-	14-APR-10	OPEN	2
View	MTACPH3X (v1)	1	00211	ATHERTON HOSPITAL	01-FEB-10 to 28-FEB-10	APPROVED	-	14-MAR-10	OPEN	0

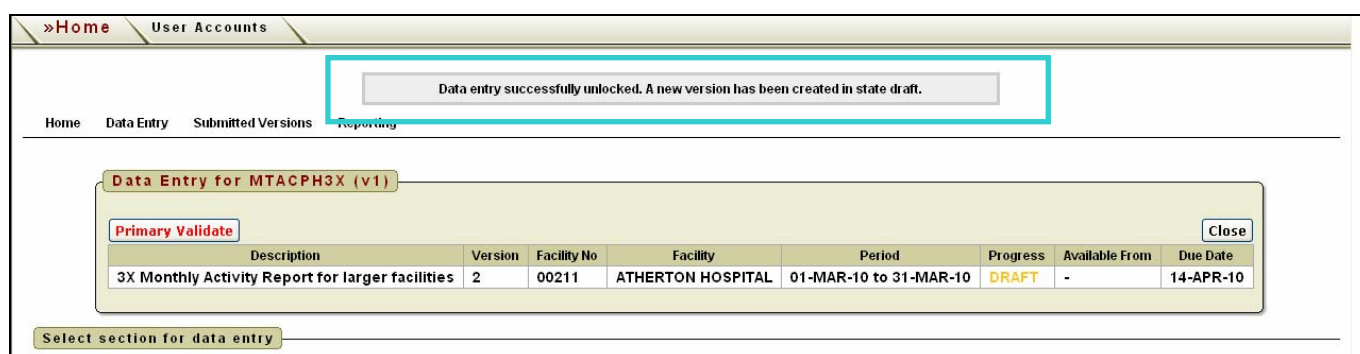
1 - 2

- Select 'Unlock'.



Description	Version	Facility No	Facility	Period	Progress	Available From	Due Date
3X Monthly Activity Report for larger facilities	1	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	SUBMITTED	-	14-APR-10

- ‘Are you sure you want to Unlock the data entry? The form will be returned to state DRAFT.’ message displays.
- Select ‘Ok’.
- ‘Data entry successfully unlocked. A new version has been created in state draft.’ message displayed.



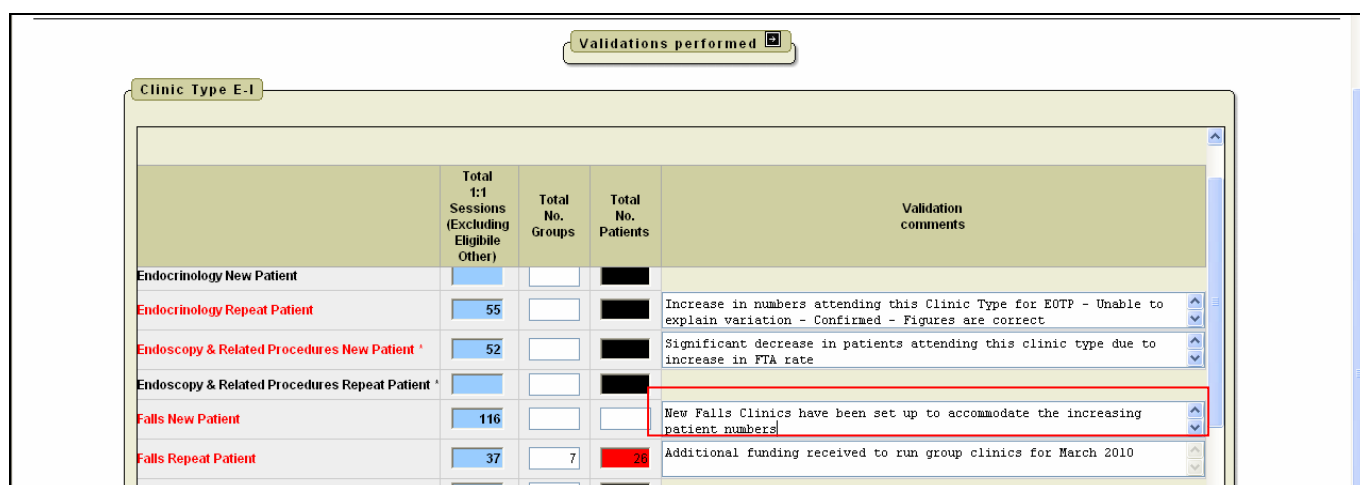
Description	Version	Facility No	Facility	Period	Progress	Available From	Due Date
3X Monthly Activity Report for larger facilities	2	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	DRAFT	-	14-APR-10

- Make required changes in the DEF and then select ‘Save’.

Note: Any changes that are made and saved (applies to forms that have been submitted, unlocked and re-submitted – values for previous entry and current entry appear) will display in the Update History screen. Refer to 5.6 Update History.

- Need to re-validate and enter (update) comments for any new (changed) areas that appear from the new data entry.
- Save comments.

An example of a newly opened ‘Validation comments’ field is provided below.



Clinic Type	Total 1:1 Sessions (Excluding Eligible Other)	Total No. Groups	Total No. Patients	Validation comments
Endocrinology New Patient				
Endocrinology Repeat Patient	55			Increase in numbers attending this Clinic Type for EOTF - Unable to explain variation - Confirmed - Figures are correct
Endoscopy & Related Procedures New Patient *	52			Significant decrease in patients attending this clinic type due to increase in FTA rate
Endoscopy & Related Procedures Repeat Patient *				
Falls New Patient	116			New Falls Clinics have been set up to accommodate the increasing patient numbers
Falls Repeat Patient	37	7	26	Additional funding received to run group clinics for March 2010

- Save comments. ‘Comments successfully saved.’ message displayed.
- Select ‘Submit and Lock’.

- 'You are about to submit a final copy of the form to the Data Collection Unit. Do you wish to Proceed?' message will display.
- Select 'Ok'.

For further information refer to 4.2.6 Primary Validate – DEF – All Sections.

5. SUBMITTED VERSIONS

5.1 Search/Filter Submitted Versions

Refer to Data Entry Form (DEF) 4.2.1 Filter/Search Screen.

5.2 View Submitted Versions

- Select 'View' link beside the row you wish to open and view. Additional display options should also be selected at this point if required.

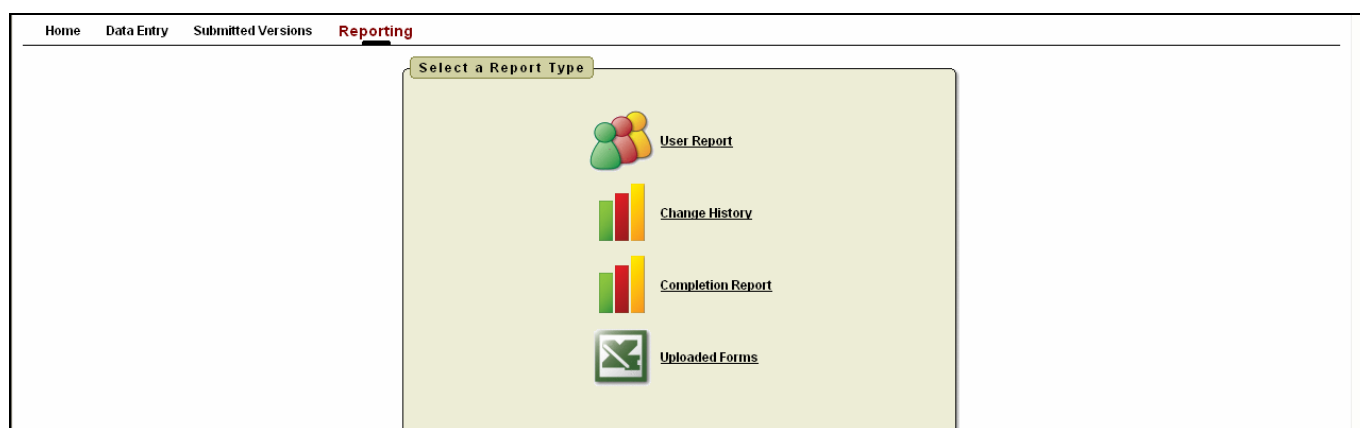
5.3 Submitted Versions – District Manager Approval

Note: As per the Bed Availability Reporting Application (BARA), a District Manager User can be set up to approve the submitted version of a data entry form. At this stage an 'Approval' process involving the District CEO is not required to occur in MAC Online. Should this change, you will be notified by DCU.

6. REPORTING

6.1 Reporting – Report Selection Screen

- Select 'Reporting' from the Secondary Menu.
- From the 'Select a Report Type' table, select the required report.



6.1.1. User Report

The 'User Report' screen allows a User to view information in the form of a summary count, facility details and a list of active users for the associated facility for MAC Online.

Upon selecting 'User Report' from the 'Select a Report Type' table a MAC Online User is presented with the following tables:

- ◆ 'User Type Account – Active Users Only' – Provides a summary count of MAC Online active users set up with either DCU Administrator or Hospital/Facility User access.
- ◆ 'Active Hospital Users by Facility' – Provides access through to a detailed User listing for all active Hospital Users by Facility and enables interactive selections via hyperlinks.

User Type Count - Active Users Only	
User Type	Count
Hospital/Facility User	33
DCU Administrator	5

Active Hospital Users by Facility	
row(s) 1 - 24 of 24	
Facility	Count
ALPHA HOSPITAL	1
ATHERTON HOSPITAL	4
BABINDA HOSPITAL	1
BAILLIE HENDERSON HOSPITAL	1
BAMAGA HOSPITAL	6
BEAUDESERT HOSPITAL	4
BOWEN HOSPITAL	1
BUNDABERG HOSPITAL	5
CAIRNS BASE HOSPITAL	1
CAMOOWEAL HOSPITAL	9
INNISFAIL HOSPITAL	4
KILCOY HOSPITAL	1
KINGAROOY HOSPITAL	2
KIRWAN REHABILITATION UNIT	1
KOWANYAMA PRIMARY HEALTH CARE CENTRE	2
MAREEBA DISTRICT HOSPITAL	4
PROSERPINE HOSPITAL	1
REDCLIFFE HOSPITAL	3
REDLAND HOSPITAL	3

A MAC Online User is able to select an individual facility from the listing which will then display 'Facility Details' as well as 'Users for this Facility'.

In the following example the hyperlink for 'Atherton Hospital' is selected.

The screenshot shows the 'Facility Details' section for 'ATHERTON HOSPITAL' (Facility ID 00211, Facility Type 34). The address is JACK ST, ATHERTON, QLD 4883. Below this is the 'Users for this Facility' section, showing a table of users. The email address 'FRASMAIL@health.qld.gov.au' is highlighted with a red circle.

First Name	Surname	Email Address	Security Level	Valid From	Valid To
Deputy	User	masmail@health.qld.gov.au	Deputy User	07-MAY-10	-
District Manager	User	ODCMAIL@health.qld.gov.au	District Manager	07-MAY-10	-
Facility	User	FRASMAIL@health.qld.gov.au	Facility User	07-MAY-10	-
Primary	User	QHIPSMAIL@health.qld.gov.au	Primary User	06-MAY-10	-

The 'Email Address' hyperlink will take a User to display 'User Accounts – Hospital Users – Manage Users' for the selected User e.g. Facility User.

The screenshot shows the 'Manage Users' section for the 'Facility User' (FRASMAIL@health.qld.gov.au). The user is a 'Facility User' with a 'User Access Level' security level. The 'Active Flag' is set to 'Active'. The 'Password Last Sent' is 07-MAY-10. Below this is the 'User/Form Group Assignments' section, showing a table of form groups. The 'MA - MONTHLY ACTIVITY COLLECTION REPORTS' form group is listed with a 'Valid From' date of 07-MAY-2010.

Form Group	Valid From	Valid To
MA - MONTHLY ACTIVITY COLLECTION REPORTS	07-MAY-2010	-

Update Users's Existing Access to Facilities within your Jurisdiction

Cancel Save Access

row(s) 1 - 4 of 4

Facility	Security Level	Valid From	Valid To	Access Granted By	Access Granted On
ATHERTON HOSPITAL	Facility User	07-MAY-10		QHIPSMAIL@HEALTH.QLD.GOV.AU	07-MAY-2010
INNISFAIL HOSPITAL	Facility User	07-MAY-10		QHIPSMAIL@HEALTH.QLD.GOV.AU	07-MAY-2010
MAREEBA DISTRICT HOSPITAL	Facility User	07-MAY-10		QHIPSMAIL@HEALTH.QLD.GOV.AU	07-MAY-2010
ST GEORGE HOSPITAL	Facility User	06-MAY-10	06-MAY-2010	QHIPSMAIL@HEALTH.QLD.GOV.AU	07-MAY-2010

The user has access to the following facilities

row(s) 1 - 4 of 4

Facility	Security Level	Valid From	Valid To	Access Granted By	Access Granted On
ATHERTON HOSPITAL	Facility User	07-MAY-2010	-	QHIPSMAIL@HEALTH.QLD.GOV.AU	07-MAY-2010
INNISFAIL HOSPITAL	Facility User	07-MAY-2010	-	QHIPSMAIL@HEALTH.QLD.GOV.AU	07-MAY-2010
MAREEBA DISTRICT HOSPITAL	Facility User	07-MAY-2010	-	QHIPSMAIL@HEALTH.QLD.GOV.AU	07-MAY-2010
ST GEORGE HOSPITAL	Facility User	06-MAY-2010	06-MAY-2010	QHIPSMAIL@HEALTH.QLD.GOV.AU	07-MAY-2010

Note: A MAC Online User will only be able to update information as per details in Section 3 – User Management.

6.1.2. Change History

The Change History Report contains information pertaining to changes made in the DEF, only upon where an existing version of a DEF has been submitted and then subsequently ‘unlocked’ for changes to be made. The Change History Report screen only displays details of the last change saved in the DEF which is then displayed at row level and not row/column level (*see Example 2*) for the updated row and also at a row level for the total which is recalculated as per the associated changes. For example if a User has updated/saved the information over and over again only the last change saved for the particular row will display and not any of the former changes made prior to this in the current version.

Upon selecting ‘Change History’ from the ‘Select a Report Type’ table a MAC Online User is presented with the following Filter/Search Screen.

Example 1

In the example provided below you will note that ‘No data found.’ message displays for ‘Select Instance for viewing history’. This is due to nil history being available for the Atherton Hospital, MTACPH3X Form for the Period of February 2010.

Data Instance Selection - Microsoft Internet Explorer provided by Queensland Health

File Edit View Favorites Tools Help

Address http://oasdcatest.co.health.qld.gov.au:7600/pls/mac_tst/f?p=155:20:2509534538751830::NO::

Queensland Government
Queensland Health

MAC Online Application
All Public Facilities

USER: QHIPSMAIL@HEALTH.QLD.GOV.AU
Version: V0.8 Test
Change Password Logout

»Home User Accounts

Home Data Entry Submitted Versions Reporting

Select Facility ATHERTON HOSPITAL All Facilities

Filter

Form Type MTACPH3X Period 01-FEB-10 to 28-FEB-10 (1d:49) Go

Select instance for viewing history

No data found.

Example 2

To assist in understanding the changes reflected in the Change History Screen, the information was updated in the DEF. In the row for Falls New Patient, column Eligible Work Cover Queensland the blank (null) cell is updated to '100' and saved.

	Eligible Work Cover Queensland	Eligible Work Cover Other	Eligible Motor Vehicle Queensland	Eligible Motor Vehicle Other	Eligible Other Third Party	Eligible Other Compensation	Department of Veterans' Affairs	Face to Face	Telehealth/Telen
Ear Nose and Throat Surgery Repeat Patient							2	2	
Endocrinology New Patient									
Endocrinology Repeat Patient					55				
Endoscopy & Related Procedures New Patient *					52				
Endoscopy & Related Procedures Repeat Patient *									
Falls New Patient						1		15	
Falls Repeat Patient								4	
Gastroenterology New Patient								20	

	Eligible Work Cover Queensland	Eligible Work Cover Other	Eligible Motor Vehicle Queensland	Eligible Motor Vehicle Other	Eligible Other Third Party	Eligible Other Compensation	Department of Veterans' Affairs	Face to Face	Telehealth/Telen
Ear Nose and Throat Surgery Repeat Patient							2	2	
Endocrinology New Patient									
Endocrinology Repeat Patient					55				
Endoscopy & Related Procedures New Patient *					52				
Endoscopy & Related Procedures Repeat Patient *									
Falls New Patient	100					1		15	
Falls Repeat Patient								4	

In the following example you will notice that information is available in the 'Select Instance for viewing history' for the Atherton Hospital, MTACPH3X(v1) Form for the Period of March 2010.

- In the Select instance for viewing history table select the '**2 HISTORY**' hyperlink in the 'Version' column to display the history details for the form.

»Home / User Accounts

Home Data Entry Submitted Versions Reporting

Select Facility: ATHERTON HOSPITAL All Facilities

Filter

Form Type: MTACPH3X Period: 01-MAR-10 to 31-MAR-10 (id:47) Go

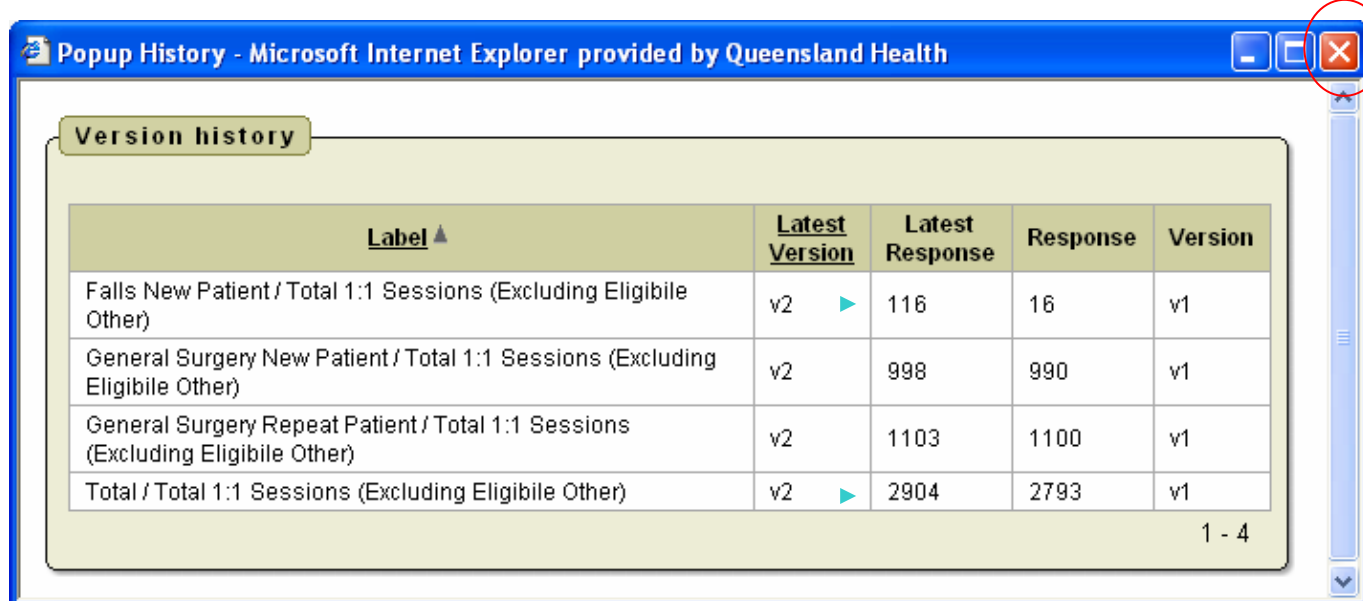
Inst Id	Form	Version	Facility No	Facility Name	Period	Progress	Available From	Due Date	Status
3064	MTACPH3X (v1)	2 HISTORY	00211	ATHERTON HOSPITAL	01-MAR-10 to 31-MAR-10	DRAFT	(null)	14-APR-10	OPEN

1 - 1

- 'Popup History' Screen displays.

Details are display in the table below in the columns as follows:

- ◆ Label – Provides information of the Heading for the Row/Column that changes have been made to
- ◆ Latest Version – Indicates the current Version # of the DEF
- ◆ Latest Response – From the last change(s) saved in the DEF, only the total for the row/column is displayed
- ◆ Response – From the previous Version of the DEF as indicated by the 'Version' column, only the total for the row/column is displayed
- ◆ Version – Indicates the Version # for the previous submitted version of the DEF.



Label ▲	Latest Version	Latest Response	Response	Version
Falls New Patient / Total 1:1 Sessions (Excluding Eligible Other)	v2 ▶	116	16	v1
General Surgery New Patient / Total 1:1 Sessions (Excluding Eligible Other)	v2	998	990	v1
General Surgery Repeat Patient / Total 1:1 Sessions (Excluding Eligible Other)	v2	1103	1100	v1
Total / Total 1:1 Sessions (Excluding Eligible Other)	v2 ▶	2904	2793	v1

1 - 4

- To exit from the 'Popup History – Version history' screen, a User is required to select the 'Close' button in the top right corner to return to the 'Reporting – Change History Report' screen.

Note: As mentioned previously should a MAC Online User make changes in the MTACPH3X (v1) DEF in the latest version i.e. v2, these amendments will come across to the history table.

e.g. An additional amendment is made to the figure of '100' wherein it is changed to '110' and saved in the 'Falls New Patient/Total 1:1 Sessions (Excluding Eligible Other)' row. The following information in the Version history table will be updated as follows:

Label	Latest Version	Latest Response	Response	Version
Falls New Patient/Total 1:1 Sessions (Excluding Eligible Other)	v2	126	16	v1
Total/Total 1:1 Sessions (Excluding Eligible Other)	v2	2914	2793	v1

From **Example 2** the above changes would be reflected in the Change History. i.e. Latest Response of '116' would appear as '126' for Falls New Patient/Total 1:1 Sessions (Excluding Eligible Other) and thus Total/Total 1:1 Sessions (Excluding Eligible Other) would also be updated in conjunction with the change made to the Falls New Patient row i.e. from '2904' to '2914'.

6.1.3. Completion Report

The Completion Report contains information on the Status of the DEF as per the filters selected.

Upon selecting 'Completion Report' from the 'Select a Report Type' table a MAC Online User is presented with the following Filter/Search Screen.

In the example 'Completion Report' provided below you will notice that the following filter selections have been applied by making the following selections via the drop down list for each field:

Select Facility – All Selected Facilities

Form Type – MTACPH3X

Period – February 2010

Select Report Type - All

The Completion Report with 'All' selected for the 'Select Report Type' will display the following 3 sections:

- ◆ Facilities Submitted and Approved
- ◆ Facilities Submitted but not yet Approved
- ◆ Facilities not Submitted or Approved

The Completion Report can be refined further should a User wish to only view DEFs that have not been submitted or approved by selecting the 3rd option in the 'Select Report Type'. From this filter being applied the screen will only display the 'Facilities not Submitted or Approved' table.

Queensland Government
Queensland Health

MAC Online Application
All Public Facilities

USER: MASMAIL@HEALTH.QLD.GOV.AU
Version: V0.8 Test
[Change Password](#) | [Logout](#)

» Home User Accounts

Home Data Entry Submitted Versions Reporting

Select Facility -All Accessible Facilities-

Completion Report

Form Type MTACPH3X Period 01-FEB-10 to 28-FEB-10 (Id:48)

Select Report Type

- ☐ Submitted and Approved
- ☐ Submitted but not Approved
- ☐ Not Submitted or Approved
- ☒ All

Facilities Submitted and Approved

Form Type	Progress Status	Fcilty Name
MTACPH3X	APPROVED	INNISFAIL HOSPITAL

1 - 1

Facilities Submitted but not yet Approved

Form Type	Progress Status	Fcilty Name
MTACPH3X	SUBMITTED	MAREEBA DISTRICT HOSPITAL

1 - 1

Facilities not Submitted or Approved

Form Type	Progress Status	Fcilty Name
MTACPH3X	DRAFT	ATHERTON HOSPITAL

1 - 1

6.1.4. Uploaded Forms

A MAC Online User is able to display forms that have been processed, whether they have uploaded or failed.

Upon selecting 'Uploaded Forms' from the 'Select a Report Type' table a MAC Online User is presented with the following Filter/Search Screen.

»Home User Accounts

Home Data Entry Submitted Versions Reporting

Search Criteria

Facility: -All Available Facilities-
Form Type: -All Form Types-
Period: -All Periods-
Uploaded By: -All Users-
Reset My Files

Uploaded Forms

No Uploaded Forms Found

Make the appropriate selections in the 'Search Criteria' table.

In the following example you will notice that 'My Files' has been selected. This will display all the forms that have been uploaded for the MAC Online User that is currently logged into the application i.e. Primary User.

Queensland Government
Queensland Health

MAC Online Application
All Public Facilities

USER: QHIPSMAIL@HEALTH.QLD.GOV.AU
Version: V0.8 Test
Change Password Logout

»Home User Accounts

Home Data Entry Submitted Versions Reporting

Search Criteria

Facility: -All Available Facilities-
Form Type: -All Form Types-
Period: -All Periods-
Uploaded By: Primary User
Reset My Files

Uploaded Forms

File Name	Form Type	Facility	Period	Uploaded On	By	File Type	Status	Comments	Error Msg
MTACPH3X 1011 FACID222 MAR2010.xls	MTACPH3X	INNISFAIL HOSPITAL	01-MAR-10 to 31-MAR-10	11-MAY-2010 11:41:31	Primary User	Excel Spreadsheet	Uploaded	-	-
MTACPH3X 1011 FACID222 FEB2010.xls	MTACPH3X	INNISFAIL HOSPITAL	01-FEB-10 to 28-FEB-10	11-MAY-2010 11:40:57	Primary User	Excel Spreadsheet	Uploaded	-	-
MTACPH3X 1011 FACID222 MAR2010.xls	MTACPH3X	INNISFAIL HOSPITAL	01-FEB-10 to 28-FEB-10	11-MAY-2010 11:40:25	Primary User	Excel Spreadsheet	Failed	-	Validation Failed - Derived Period ID does not match that defined for instance
MTACPH3X 1011 MAREEBA 223 MAR2010.xls	MTACPH3X	MAREEBA DISTRICT HOSPITAL	01-MAR-10 to 31-MAR-10	11-MAY-2010 11:38:10	Primary User	Excel Spreadsheet	Uploaded	-	-
MTACPH3X 1011 FACID222 MAR2010.xls	MTACPH3X	MAREEBA DISTRICT HOSPITAL	01-MAR-10 to 31-MAR-10	11-MAY-2010 11:37:41	Primary User	Excel Spreadsheet	Failed	-	Validation Failed - Facility ID does not match Instance
MTACPH3X 1011 MAREEBA 223 FEB2010.xls	MTACPH3X	MAREEBA DISTRICT HOSPITAL	01-FEB-10 to 28-FEB-10	11-MAY-2010 11:36:45	Primary User	Excel Spreadsheet	Uploaded	-	-
MTACPH3X 1011 MAREEBA 223 FEB2010.xls	MTACPH3Y	MAREEBA DISTRICT HOSPITAL	01-FEB-10 to 28-FEB-10	11-MAY-2010 11:35:50	Primary User	Excel Spreadsheet	Failed	-	Validation Failed - Form Type does not match Instance

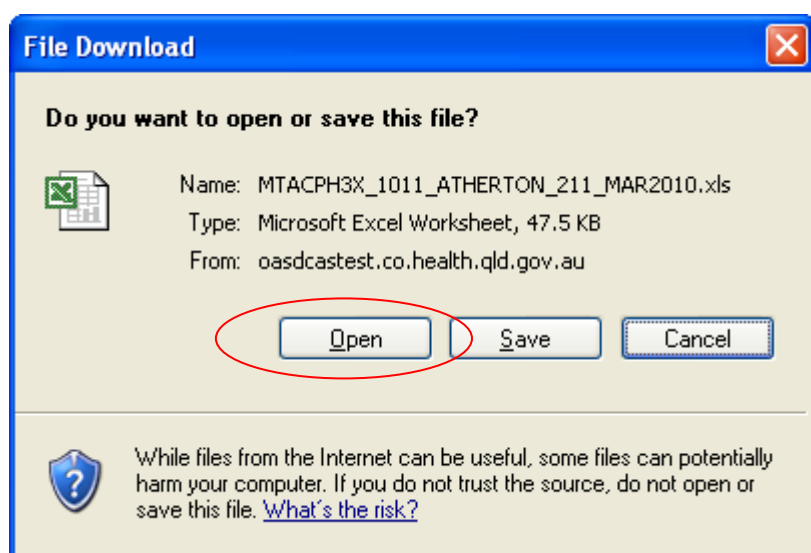
In this example you will notice for the 'Updated By' filter, 'Facility User' has been selected from the drop-down list. This will display all the forms that have been uploaded by Facility User.

The screenshot shows the 'Search Criteria' panel with the following settings: Facility: -All Available Facilities-, Form Type: -All Form Types-, Period: -All Periods-, and Uploaded By: Facility User (highlighted with a red circle). Below this is the 'Uploaded Forms' panel, which contains a table of uploaded files. The first row is highlighted with a red circle.

File Name	Form Type	Facility	Period	Uploaded On	By	File Type	Status	Comments	Error Msg
MTACPH3X_1011_ATHERTON_211_MAR2010.xls	MTACPH3X	ATHERTON HOSPITAL	to	10-MAY-2010 16:12:28	Facility User	Excel Spreadsheet	Uploaded	-	-
MTACPH3X_1011_ATHERTON_211_MAR2010.xls	MTACPH3X	ATHERTON HOSPITAL	to	10-MAY-2010 16:10:33	Facility User	CSVText File	Failed	-	Invalid File Type - File must be an Excel Spreadsheet or Comma Separated CSV File

A MAC Online User is able to select a 'File Name' hyperlink to open/save the form that was uploaded. A User can also open a 'File Name' hyperlink for 'Failed' attempts as well.

The following message displays. From the 'File Download' popup screen, select 'Open' to view the form that was loaded for Atherton Hospital – 3X Form – March 2010.



The 'Uploaded Form' displays as per the original loaded format.

Microsoft Excel - MTACPH3X_1011_ATHERTON_211_MAR2010[1]

File Edit View Insert Format Tools Data Window Help

MS Sans Serif 14 B I U

R1C1 MONTHLY ACTIVITY REPORT

MONTHLY ACTIVITY REPORT

FORM TYPE: **MTACPH3X** Form Version: **V1**

MONTH: **MARCH** YEAR: **2010**

HOSPITAL: **ATHERTON HOSPITAL**

Facility Id: **211**

NON-ADMITTED PATIENT Occasions of Service

	Eligible										Total 1:1 Sessions	Group Sessions	
	Eligible Work Cover Queensland	Eligible Work Cover Other	Eligible Motor Vehicle Queensland	Eligible Motor Vehicle Other	Eligible Other Third Party	Eligible Other Comp.	Dept. Veterans' Affairs	Face to Face	Eligible Public Telehealth/ Telemedicine Consultations	Telephone Other		Total No. Groups	Total No. Patients
Clinic Type A-D													
Aged Care new patient	12										12		
Aged Care repeat patient											0		
Alcohol and other drug new patients											0		
Alcohol and other drug repeat patients											0		
Allergy new patient											0		
Allergy repeat patient						1		14		4	19		
Audiology new patient								8		2	10		
Audiology repeat patient											0		
Cardiac Surgery new patient											0		
Cardiac Surgery repeat patient											0		
Cardiology new patient								22		8	14		
Cardiology repeat patient								3		1	7		
Chemotherapy new patient											0		
Chemotherapy repeat patient											0		
Clinical Haematology new patient											0		
Clinical Haematology repeat patient	17										17		
Clinical Measurement new patient											0		
Clinical Measurement repeat patient											0		
Cystic Fibrosis new patient											0		
Cystic Fibrosis repeat patient											0		
Dementia new patient											0		
Dementia repeat patient											0		
Dermatology new patient											0	2	6
Dermatology repeat patient											0		
Diabetes new patient											0		
Diabetes repeat patient											0		
Dialysis new patient*											0		
Dialysis repeat patient*											0		

Clinic Type E-I

MTACPH3X /

Ready NUM

[illegible]

8. FREQUENTLY ASKED QUESTIONS?

- **WHAT IF I FORGET MY PASSWORD AND THE ANSWER TO MY LOST PASSWORD QUESTION?**

Users are advised to contact their Primary User (for Facility Users, Deputy Users and District Manager Users) or DCU (for Primary Users) and the answer to your lost password question will be provided. Upon submitting the answer to your lost password question, a new system generated password will be sent to you via email.

- **WHAT HAPPENS IF I HAVE CREATED A USER WITH AN INCORRECT USER NAME?**

The User Name (Email Address) field is unable to be amended as this is a unique identifier for a User. The 'Active Flag' field for the incorrectly set up User will need to be changed to 'In-Active' and a new User with the correct details will need to be created.

- **WHAT HAPPENS IF A STAFF MEMBER GOES ON LEAVE/SECONDMENT?**

Enter an end date for this User and set up/create User access for the relieving staff member that will require access to MAC Online for the period of leave/secondment. Don't forget to change the 'Active Flag' for the relieving staff member's access to 'In-Active' (or enter an End Date) and reinstate access (remove the end date) for the original staff member upon returning from leave/secondment.

- **WHAT HAPPENS IF A STAFF MEMBER NO LONGER REQUIRES ACCESS DUE TO LEAVING QUEENSLAND HEALTH?**

The associated User is required to be made inactive by changing the 'Active Flag' in the 'Manage Users' screen to 'In-Active' (select via the drop-down list). The User will be unable to access MAC Online. To reinstate access to MAC Online for this User (at a later stage), select 'Active' from the drop-down list in the 'Active Flag' field.

- **WHAT HAPPENS IF I AM UNABLE TO ACCESS A PERIOD VIA THE DEF SCREEN IN WHICH DATA IS REQUIRED TO BE CHANGED AND HOW DO I GO ABOUT AMENDING THE MONTHLY ACTIVITY DATA?**

Contact DCU for the associated period(s) to be opened in the 'Manage periods' table. The Primary User will then be required to unlock the form(s), amend the data, save the amended data and then submit and lock the data. DCU will need to be contacted to enable the period status to be changed back to closed. The District Manager User will need to approve the new Submitted version of the data entry form. ***

9. MAC ONLINE SUPPORT

MAC Online Users are able to contact the Data Collections Unit should they require any support/assistance in using the MAC Online Application.

Office Hours: 8:15am to 5:00pm

Contact Information:

Position Title	Contact Number
Principal Data Collection Officer	(07) 3234 0726
Senior Data Collections Officer	(07) 3234 0733
Data Collection Coordinator	(07) 3234 0854
Data Collection Liaison Officer	(07) 3234 1885

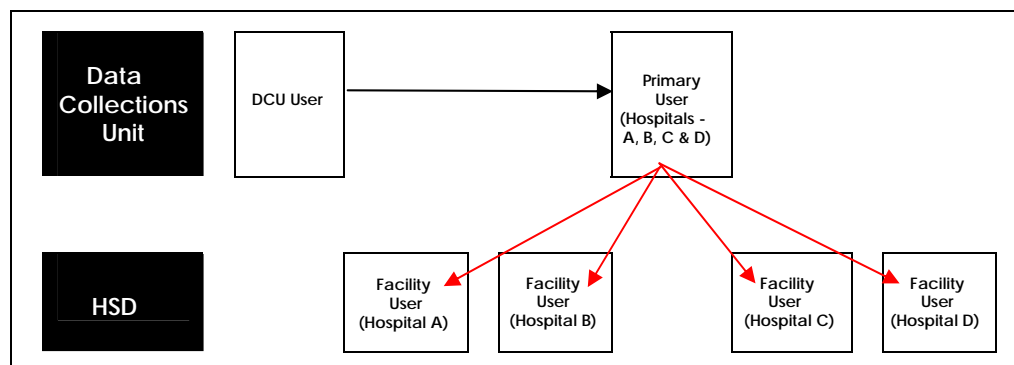
or an email can be sent to:

MASMAIL@health.qld.gov.au

APPENDIX A – MAC ONLINE – USER SET UP

User Set Up/Data Entry Form (DEF) Process Workflow for MAC Online

- Health Service District (HSD) View



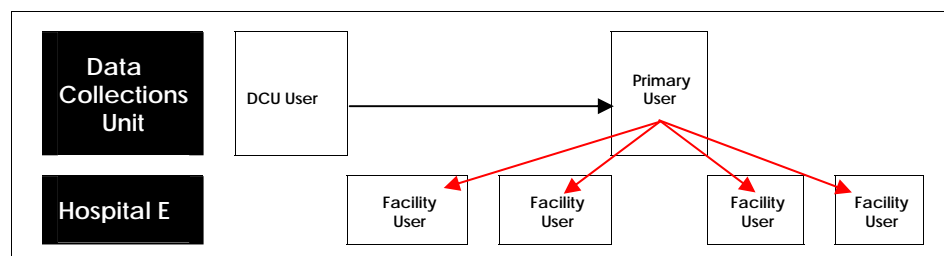
The DCU User (Data Collections Unit) creates a Primary User for the HSD.

The Primary User sets up 4 Facility Users, each with access to a facility i.e. Hospital A, Hospital B, Hospital C or Hospital D.

The Facility Users for each hospital are responsible for completing, validating and responding to the validation queries for all DEFs. Upon completion of this cycle, each Facility User is required to 'Notify the Primary User'.

Upon receiving the notification email from the Facility User, a Primary User will 'Primary Validate' i.e. review and update details (if required) all DEFs for the HSD and progress the status of each form to 'Submitted' by the due date.

- Facility View



The DCU User (Data Collections Unit) creates a Primary User for Hospital E.

The Primary User sets up 4 Facility Users each with access to Hospital E.

Each Facility User is responsible for completing, validating and responding to the validation queries for the section(s) assigned in the DEFs. All Facility User are required to 'Notify the Primary User' upon completion of data in the DEFs for the assigned section(s).

Upon receiving all notification emails from the Facility Users, a Primary User will 'Primary Validate' i.e. review and update details (if required) all DEFs for Hospital E and progress the status of each form to 'Submitted' by the due date.

The Primary User could alternately coordinate/manage the process centrally. Each Facility User could provide the monthly activity statistics to the Primary User. The Primary User then has the option to either manually enter the data or upload form(s) in MAC Online, primary validate, enter comments to all validation queries and submit all DEFs for Hospital E.

APPENDIX B – VALIDATION RULES EXPLAINED

In MAC Online, Validation Rules will be used to compare reference month data with that of the previous month. These rules will display as up-front validations to a MAC Online User which will ensure all forms that are submitted and/or re-submitted undergo a consistent validation process. The validation rules are similar to the ones used by the Monthly Activity Collection Validation Application (MACVA).

Details of the Validation Rules, including explanations are provided below.

Id:1 – Compare the entered value to the value of the previous period.

(The current month's value is different to the previous month by 100 and also by 10 percent.)

Parameter Name	Parameter Condition	Parameter Value
Negative Difference	>=	100
Negative Percentage Change	>=	10
Positive Difference	>=	100
Positive Percentage Change	>=	10

The validation rule compares the reference month to the previous month, whereby any value that differs by an absolute value of 100, in conjunction with a 10% variance, in either a positive or negative manner, will be highlighted thus requiring a comment to be entered.

For example if the reference month value is 990 and the previous month value is 1100 (negative example) then it will raise the validation rule message, as the difference is more than the absolute value of 100 and the percentage variation is above 10%, whereas the positive example would be represented by a value of 1100 in the reference month and a value of 1000 in the previous month.

Id:3 – Check for null values.

Parameter Name	Parameter Condition	Parameter Value
Negative Difference	>	10
Positive Difference	>	10

If the reference month is null and the figure for the previous month is greater than 10 or where the reference month value is greater than 10 and the previous month is null, this will cause the cell to be highlighted thus requiring a comment to be entered.

For example if the reference month value is null and the previous month is 26 (negative difference) or vice versa (positive difference) then it will raise the validation rule message, as the difference whether positive or negative is greater than the parameter value of 10.

Id:5 – Check for duplicate values.

Parameter Name	Parameter Condition	Parameter Value
Response	>	10

The validation rule will compare the current month to the previous month and query data which is the same value where the value is greater than 10.

For example if the reference month is 25 and the previous month is 25 then it will raise the validation rule message, as the value is greater than 10 and is the same value as the previous month.

Id:10 – Compare the entered value to the value of the previous period.

(The current month's value is different to the previous month by 50 and also by 20 percent.)

Parameter Name	Parameter Condition	Parameter Value
Negative Difference	>=	50
Negative Percentage Change	>=	20
Positive Difference	>=	50
Positive Percentage Change	>=	20

The validation rule compares the reference month to the previous month, whereby any value that differs by an absolute value of 50, in conjunction with a 20% variance, in either a positive or negative manner, will be highlighted thus requiring a comment to be entered.

For example if the reference month value is 52 and the previous month value is 130 (negative example) then it will raise the validation rule message, as the difference is more than the absolute value of 50 and the percentage variation is above 20%, whereas the positive example would be represented by a value of 55 in the reference month and a value of 5 in the previous month.

Validation Rule Combination

Hyperbaric Medicine New Patient	null*	170*	325	null*	null*	170*	325	null*	null*
Hyperbaric Medicine Repeat Patient	null*	200*	100	null*	null*	200*	100	null*	null*
Immunology New Patient	null*	null*		null*	null*	null*		null*	null*
Immunology Repeat Patient	null*	null*		null*	null*	null*		null*	null*

The above example demonstrates where more than one validation rule can appear in the MAC Online validation rule message. The 'Hyperbaric Medicine Repeat Patient' current month value entered as 100 is highlighted as the previous month was entered as 200, therefore two validation rules (Id:1 and Id:10) appear in the validation message which displays as the MAC Online User hovers the cursor over the highlighted reference month value. The difference between 100 and 200 represents a decrease of 100 which is greater than 50 (Id:10) and equal to 100 (Id:1) with a 50% variance which is greater than both a percentage change of 20 (Id:10) and 10 (Id:1).